

Closing date 13th April 2023

Settle Town Council (Unitary Authority of North Yorkshire Council)

Vacancy for Clerk and Responsible Financial Officer

Settle Town Council is an active and ambitious Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is full time, 29-35 hours per week. Working from the Town Hall Office, the hours of work are flexible, and some work from home except for attendance at meetings. The Town Council are the employer and line manager responsible for this post.

Salary in accordance with National Joint Council recommendations; pay scale LC3 points 33 to 36, dependent upon qualifications and experience.

Must be IT literate, able to use the Microsoft Office suite and computer equipment is supplied. Be available to attend Council meetings approx. 24 per annum.

Duties will include: Acting as advisor to the council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the council. In addition, the Clerk is responsible for the management and administration of many assets and services that are exercised by the Council. Responsible for line management of 5 part-time staff.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided.

The application form, job specification and personal specification are available from:

Settle Town Council,
E-mail: clerk@settle town council.gov.uk

Closing date for applications: 13th April 2023