

## **PARISH CLERK VACANCY**

Alston Moor Parish Council serves the whole of Alston Moor – its major settlements (Alston, Garrigill and Nenthead) and all areas between.

We are seeking to appoint a Parish Clerk/Responsible Finance Officer. The individual will manage the legal and statutory duties of the post, and build a positive working relationship with Councillors, staff and partner organisations across the public, private and voluntary sectors.

The applicant should have the ability to understand local government law and procedure. Relevant experience is desirable but not essential. The successful candidate will have excellent communication and people skills, together with computer competence (Word, Excel). As a Responsible Finance Officer, knowledge of Scribe accounting package will be required; this rôle can initially be undertaken by someone else and gradually transferred to the successful applicant.

Attendance at evening meetings is required. A qualification in CiLCA or a willingness to work towards this is essential, as is a flexible approach to working.

### **Key Responsibilities:**

The Parish Clerk is the Proper Officer of the Council and as such is under a statutory duty to conduct all the functions, and to serve all the notifications required by law of a local authority's Proper Officer.

The Parish Clerk is, or will become, the designated Responsible Finance Officer (RFO) and as such is under a statutory duty to conduct all the functions required by law of the Council's responsible financial officer under S151 of the Local Government Act 1972 for all financial matters and records of the council.

### **Job Offer**

Hours – 65 per month with regular evening work.

Salary scale: SCP 13 – 17 (LC1) (£10,116.60 - £10,881) dependent on experience and qualifications.

The package includes a contributory NEST pension scheme, salary qualification increments, good holiday entitlement and flexible working. The post holder has the use of the council office and may also work from home when convenient.

An application form and recruitment pack can be downloaded from the council's website.

You can call the Chair (Raymond Miller) on 07761 187938 for an informal chat.

Closing Date: 18th August 2024

Interviews: week commencing 27th August 2024

*Alston Moor Parish Council is an equal opportunities employer.*

*The post would be subject to a 6-month probationary period.*