

Cantley With Branton Parish Council



www.cantleywithbrantonparish.co.uk

VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER

Cantley with Branton Parish Council (within Doncaster Metropolitan Borough) is an active, council that is seeking a highly motivated, enthusiastic person to be appointed as the new Clerk and Responsible Financial Officer with effect from 1 April 2021. The parish's current electorate is 2889 and the current precept is £41k.

The post is part-time for 12.5 hours per week working mainly from the Council's newly established office on the site of Kilham Hall, Kilham Lane, Branton, Doncaster although some home working can be facilitated. The hours of work can be flexible but generally the hours will be spread over 3-4 days per week between the hours of 8.30 am and 5.00 pm with flexibility as required to meet the needs of the service. Attendance at the monthly meeting on the 1st Wednesday of the month is a requirement.

Salary is in accordance with National Joint Council recommendations; SCP 20-23/24* (£13.51- £14.90* per hour) for a qualified Clerk). Starting salary will be dependent on qualifications and experience.

Duties will include: acting as adviser to the council, preparation of the monthly agenda, minute taking, compilation of correspondence and reports and maintenance of all the council's records and the accurate preparation and completion of all financial transactions and returns. In addition, the Clerk is responsible for the line management of the Gardener/Handyman and the council's sites and buildings.

Prior relevant experience of working in local government is an advantage but training will be provided and there is a requirement that a qualification leading to the Certificate in Local Council Administration will be obtained within 2 years of taking up the post for which additional hours will be paid as required.

The application form, job and person specifications are available from the current Clerk Julia Staniforth by email: cwbpc@outlook.com

The closing date for applications is 31st December 2020
Interviews will take place in January 2021 and will follow any government advice in relation to Covid-19 at that time.

For further information, please contact the Clerk on the details below.

Clerk: ☎07761525584 or ✉cwbpc@outlook.com
📍 C/o Kilham Hall, Kilham Lane, Branton, Doncaster. DN3 3PF