

## **GREAT AYTON PARISH CLERK**

Great Ayton Parish Council is an active council that is seeking to appoint a forward thinking, highly motivated and enthusiastic person to take on the post of Parish Clerk to the Council.

The post is part time, initially working 10 hours per week working in parallel with the incumbent Clerk, then increasing to 15/20 hours once the new Clerk is confident/competent to take on the fullest extent of duties. The hours of work are flexible except for attendance at formal meetings. The 12 ordinary meetings of Great Ayton's parish council take place at 7pm on the first Tuesday of each month, plus there will be a small number of committee meetings and occasional 'extraordinary' meetings which require the Clerk's attendance.

A Parish Council is a corporate body whose collective duty requires that lawful decisions/actions are taken hence the Clerk's principal function is as 'Proper Officer' to give sound advice in relation to the law as it applies to the decisions, actions and activities of a local council. Acting as legal advisor involves learning the relevant legislation which is available via the council's YLCA/NALC membership, but ideally candidates will already hold or ultimately work towards the CiLCA qualification via SLCC membership as is a requirement for the adopting of the 'power of competence' which in turn gives the council greater flexibility to act.

The Further main duties are the preparation of the meeting agendas and formal minute taking in accordance with the requirements of public transparency. Other duties also include reading of and responding to emails which are sent to the Clerk as the council's officer, acting upon formal council decisions, dealing with general correspondences & undertaking administrative tasks in relation to the parish council's various activities. The Clerk may be asked to support Councillors in a wide range of project work as well as assisting with the organisation of village events such as the bi-annual Summer Fete, Xmas Fayre and the Carols on the High Green.

As Parish Clerk you will be the line-manager for a small group of self-sufficient service personnel & contractors whose primary role is to carry out service works around the village of Great Ayton, including maintenance of village greens & other green spaces, upkeep of the parish cemetery, remedial works to the allotments and ensuring that any areas within the parish council's scope of responsibility are kept in good order.

Though not a mandatory requirement for application for the post of Parish Clerk, the Clerk will ordinarily be required to act as the Responsible Financial Officer, (subject to the necessary financial skills & experience) which would mean responsibility for all financial records of the Council, the careful administration of its finances, overseeing supplier payments, recording of receipts/payments to reconcile as formal accounts, compilation of monthly Budget v Actual analysis for review by the parish council and preparation of annual accounts return for internal & external audit purposes.

Further to the above, applicants should be able to demonstrate:

- A user of a range of IT packages such as Word and Excel
- Can understand legislation, particularly law for local councils
- Understands the benefits of having robust council policies
- Is a good social interactor
- Good communicator
- Demonstrates patience
- Gives attention to detail
- Can work on their own initiative
- Are self-motivated
- Able to deal with conflict
- Have knowledge of keeping accounts on a daily basis
- Have knowledge of producing year end accounts
- Develop knowledge of cemetery legislation and management
- Develop knowledge of allotment legislation and management
- Has a good understanding of employment law
- Has a good understanding of charity law where the council is a sole trustee of a charity
- Can manage other staff
- Has a knowledge of contract law
- Knowledge of undertaking risk assessments
- Knowledge of how to maintain websites
- Social media skills
- Knowledge of the planning and development system

Salary is in accordance with National Joint Council recommendations whereby Scale Point 19 (currently £13.24 per hour) applies but there may be flexibility dependent on qualifications and experience.

Applications should be made in writing with covering letter & current CV sent to [clerk@great-ayton.org.uk](mailto:clerk@great-ayton.org.uk)

Further details including a full job description can be downloaded from the parish council's website <http://www.great-ayton.org.uk/>

The closing date for receipt of applications is 31/10/21, candidates who are shortlisted for interview will be contacted thereafter and it is hoped that the successful candidate will in position no later than January 2022.