

FAIRBURN PARISH COUNCIL

Brotherton & Byram Ward
Selby District Council, North Yorkshire WF11 9LA

Fairburn Parish Council is seeking a self-motivated, enthusiastic person for the post of Clerk to the Council and Responsible Financial Officer.

The Parish Council covers the parish of Fairburn, in one of the most southerly villages of North Yorkshire and consists of 7 elected Councillors working on behalf of the community. There are 684 electors, 418 properties in the parish with a precept requirement in the region of £13,500 per annum. The council owns the parish Community Centre and recreational field which are leased and also has an outdoor gym, play area and skate park. This is a part-time post of 32 hours per month. Working mainly from home, the hours of work are very flexible and may be worked to suit you, except for attendance at meetings every month (currently the 3rd Wednesday of the month, held at Fairburn Community Centre, North Road, Fairburn). There are no meetings in August and December.

The salary is in accordance with the latest National Joint Council recommendations (2022/23 pay award); LC1 pay scale 10 pro rata to a current annual salary of £23,620 (£12.28 per hour).

The successful candidate will be IT literate and able to use the Microsoft Office suite on computer equipment supplied by the Parish Council (or an ICT equipment allowance by agreement) and must be able to store some Council equipment (laptop and files) associated with the role at his/her home. In addition, we do have a storage facility in the parish.

Duties include: acting as advisor to the Council, which involves being conversant with relevant Parish legislation, preparation of the agendas, minute taking, dealing with correspondence and enquiries and the preparation of basic accounts and budgets as the Council's Responsible Financial Officer. Taking over the updates of the Parish Council's website and Facebook page would be advantageous. Prior relevant experience an advantage but training in all aspects of local government administration, will be provided by the Parish Council to the successful candidate.

Closing date for applications is Friday 31st March 2023.

If you are interested in joining us or wish to find out more, we look forward to hearing from you and of course would be happy to chat about it, so please feel free to contact:

Jill Edwards: Chair of the Parish Council
07775817503 cllrje.fpc@gmail.com