

## **Brafferton and Helperby Parish Council**

### **North Yorkshire**

Brafferton and Helperby Parish Council is an active Council that seeks a self-motivated person to take on the post of **Clerk to the Council and Responsible Financial Officer (RFO)** following the retirement of the current incumbent.

Brafferton and Helperby Parish has a population of circa 800 people most of whom live in the combined village of Brafferton and Helperby. The Parish Council has up to seven Councillors and is responsible for 30 allotments. The annual precept for 2025/6 is £17,900.

The post is part time, working an average of 6 hours per week (312 hours per annum) with a £6 per week working from home allowance. Working mainly from home, the hours of work are flexible except for attendance at monthly Council meetings on the third Wednesday of the month starting at 7:30 p.m. which you will be required to attend and at bi-annual Land and Maintenance Committee meetings held in March and November.

Salary will be based on the National Joint Council (NJC) pay scale and is dependent upon qualifications and experience.

Duties will include acting as advisor to the council, preparation of documents for meetings, minute taking, and compilation of correspondence, filing and accounts in addition to being the RFO to the Council. You will be required to manage the allotments on behalf of the Council as required and the Council's defibrillator on a monthly basis. This list is not exhaustive, and you would be required to carry out other additional ad hoc duties relevant to the Council's business.

A minimum level 3 qualification (A-Level or equivalent) is essential and prior relevant experience and/or administrative and/or financial experience is highly desirable. You must be IT literate and proficient in the use of Microsoft Office (Outlook, Word, and Excel) and be able to update the Council's website. Training in all aspects of local government administration will be provided as required via the Yorkshire Local Council Association (YLCA). We encourage applications from locally based people with the skills and aptitude to undertake the role.

A desk-top computer and printer will be supplied. You must be able to store Council equipment and files securely at home.

Closing date for applications: 30 June 2025.

Interviews will take place as soon as possible after the closing date.

Start date is flexible but will be no later than 1 October 2025 but can be earlier subject to satisfactory completion of a handover and briefing programme.

The application form, person specification and job description are available from the Clerk:

Email: [clerk@braffertonhelperby-pc.gov.uk](mailto:clerk@braffertonhelperby-pc.gov.uk)

Please address your completed application to the Chairman, Nigel Denison:  
[nigeldenison@aol.com](mailto:nigeldenison@aol.com)