

Town Clerk Vacancy - Middleham

Middleham is a thriving small town in mid Wensleydale. It is famous for racehorse training, as a tourist centre with its mediaeval castle and other attractions nearby as well as being in a rural, agricultural area.

Middleham Town Council is seeking to appoint a motivated, dynamic and forward-thinking individual to the role of Town Clerk/Responsible Financial Officer and Burial Ground Manager. This is a varied and interesting role within Local Government requiring an excellent communicator, a 'can do' attitude and a broad range of skills. We are looking for a self-motivated, efficient administrator who will support our team of busy councillors in serving the community of Middleham.

This post is a dual role of Clerk and Responsible Finance Officer, and Burial Ground Manager.

The Clerk is responsible for the smooth running of the Town Council's administration, supporting the delivery of services and projects and ensuring that the Town Council meets its statutory requirements and obligations, including those required by GDPR and for its community charity.

The Responsible Finance Officer is responsible for the administration of the council's financial affairs.

The Burial Ground Manager is responsible for the running and maintenance of the Burial Ground, the sale of burial plots and liaison with undertakers and clergy.

Candidates will be expected to have Local Government or equivalent business administration experience. Holding the Certificate in Local Council Administration (CiLCA) is desirable but not essential. However, the successful candidate will be expected to study and obtain the CiLCA qualification within 12 months of appointment. The professional development of staff is supported and funded by the Town Council.

Job Type: Part-time, Permanent

Part-time hours: 21 hrs per week

Usual working days are Tuesday, Wednesday and Thursday, some evening work for monthly Council Meetings and occasional other meetings.

Starting salary: £ 14.48p per hour

Benefits: Contributory pension. Some flexitime may be available by agreement.

Closing date for applications: Friday 4th August 2023

Interviews on: Tuesday 8th August 2023 in Middleham