**GENERAL INFORMATION**

**Wynyard Parish Council (Stockton)**

**Proper Officer/ Responsible Financial Officer**

**(10 hours per week)**

**Salary: National Scale LC1 (5-17) £23,500 - £28,770 pro rata**

Wynyard Parish Council (Stockton ) was established in 2019 to recognise the expansion of the Wynyard community. We control a budget of approximately £22 000 per year. Currently we have no responsibility for overseeing facilities such as playing fields or a parish hall. We are, however, in the early stages of developing a Parish Youth Council so that our young residents have a ‘voice’. The Proper Officer will be expected to take an active part in setting up and running this new venture, should our plans come to fruition.

The Parish Council currently meets eleven times a year, involving evening and daytime meetings normally held locally. The PO will be responsible to the Parish Council as a statutory body and will play an integral role in serving the community of Wynyard. This is a varied and interesting position with ongoing challenges to the village from infrastructure and other developments within our area.

The PO will be expected to advise the Council on the legal, procedural and good practice aspects of our affairs, providing an objective professional source of information and guidance.

We work with the neighbouring Wynyard Parish Council (Hartlepool) and the Wynyard Residents Association to ensure that we operate in a complementary environment and do not overlap in terms of provision for our community.

Contract and benefits:

* The PO / Responsible Financial Officer will be appointed to the NALC model contract.
* Starting point on the salary scale will depend on experience and appropriate qualifications, with progression through the pay scale dependent on a successful annual performance review.
* Access to the Local Government Pension scheme
* Holiday entitlement in accordance with the NALC contract.
* Training and support will be available for the successful candidate
* Mileage can be claimed at the HMRC approved level.

**SEPTEMBER 2024**