

## CHRISTLETON PARISH COUNCIL

### VACANCY

#### PART-TIME CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)

Christleton Parish Council is looking to appoint a person with an interest in the local community for the post of part-time Clerk/RFO. The Clerk is responsible for the managing the Council's day to day business, providing advice and implementing decisions.

Clerk/RFO working hours are 8.5 hours per week (additional hours as and when necessary) and the salary is in accordance with nationally agreed pay scales of the National Association of Local Councils (currently between £11.22 - £11.91 per hour depending on skills and experience). Clerk will work from home with small remuneration payable.

The successful applicant will be self-motivated; computer literate; financially competent and knowledge of local government procedures would be helpful.

The role comprises mainly of;

- Preparing and circulating agendas and minutes, acting on decisions made by the Council and attending monthly evening Parish Council meetings
- Financial duties include maintaining Council's accounts and preparing records for audit purposes and VAT
- Receiving and dealing with correspondence including updating Website
- Monthly payroll
- Assist with organising Parish Council events
- Training on all aspects of the role will be provided
- Knowledge of the area and an interest in Parish activities is desirable.

Full job description available on application from the current Clerk

Please apply enclosing your CV with a covering letter highlighting your relevant experience and skills to:

The Chairman

Christleton Parish Council

[lhenleycpc@gmail.com](mailto:lhenleycpc@gmail.com)

Closing date for applications for applications is: - 14<sup>th</sup> March 2020

Potential interviews week commencing 23<sup>rd</sup> March 2020