

VACANCY

PARISH COUNCIL CLERK AND RFO (Responsible Finance Officer)

16 hours per week, working from home.

Salary within the range of SCP 26 – 29 (based on National Salary Award for Local Council Clerks, level LC2)

Responsible for all aspects of finance & administration of the Parish Council, providing advice and implementing decisions.

Candidates need to be highly motivated and well organised, as well as able to demonstrate a good knowledge of local government procedures, finance and law.

The ability to work independently and effectively with councillors, members of the public, business and third sectors, and other bodies is essential.

Applicants will need good IT and computer skills and have a sound grounding in administration and book keeping. Candidates with CILCA qualification preferred although those already working towards qualification or committed to do so will be considered.

You will be responsible for managing the Council's financial affairs and to be accountable for the effective management of its resources.

We are looking for a person with experience, enthusiasm, drive, vision and commitment for this post.

You must be available to attend evening meetings.

Closing date for applications: Wednesday 19th June 2013. Interviews will be held in the last week in June.

An application form together with Job Description and Person Specification are available from the current Clerk, Lucinda McMullan, Crystal House, 3 Station Road, West Haddon NN6 7AU, westhaddonpc@gmail.com