

## Parish Clerk/Responsible Financial Officer Vacancy – Quarndon Parish Council

**Overview:** The Clerk/RFO is the Proper Officer to the Parish Council and will have overall responsibility for all administrative and financial requirements in relation to Parish Council business. This will include preparing agendas, minute taking, writing reports, dealing with all correspondence, liaising with the public and ensuring that all legal requirements are met within the prescribed time limits. They will control and deliver all statutory obligations of the Council including its financial and audit responsibilities. This will include book-keeping, preparing and managing budgets as well as providing advice to councillors.

The Parish Council is dynamic and has several active working groups. It is non-political. For more background, please see the [Parish Council and Community website](#).

**Requirements:** The successful applicant will be a highly motivated and forward-thinking individual with a flexible and creative approach. They will be an excellent communicator with a positive can-do attitude. The ideal candidate will have a good standard of education and a high level of literacy and numeracy. An applicant, if not familiar with local government law, procedures and finance, would be expected to study towards the Certificate in Local Council Administration (CiLCA) qualification. Training will be offered as appropriate.

**Working arrangement:** This is a permanent position (and pensionable post) initially for 7 hours per week mainly working from home. Additional hours will be negotiated if necessary. Attendance at Council Meetings which are usually held on the fourth Monday of the month is required.

**Salary:** Grade LC1 Points 7 to 12 £10.63-£11.73 per hour dependent on experience and qualifications. The salary range and hours per week are currently being re-evaluated.

**Application:** For more information and/or to submit an application (CV and covering letter) please email [clerk@quarndon-pc.gov.uk](mailto:clerk@quarndon-pc.gov.uk). Closing date is Thursday 30<sup>th</sup> June.