

# Carlton Parish Council

## VACANCY FOR PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER(RFO)

The Parish Council are seeking to appoint a person who is highly motivated, able to work on his/her own initiative, and has excellent communication and time management skills as their Clerk and Responsible Financial Officer (RFO).

The candidate must have experience and knowledge of working with local councils. A Qualification in ILCA or CiLCA is essential, or working towards completion of the qualification.

The person must be computer literate, flexible and willing to work evenings and weekends (on occasion).

The salary is paid in accordance with the National Joint Council (NJC) Pay Scales (18 to 22) which is £12.98 to £14.05 per hour, dependent upon experience and qualifications, for up to 40 hours per month.

To apply for the vacancy please email [clerk@carltonparishcouncil.net](mailto:clerk@carltonparishcouncil.net) for an application pack. Closing date, 12 Noon on Friday 14 May 2021. Interviews to be held the following week, date to be confirmed.