

# Vacancy for Clerk and Responsible Financial Officer

## Finningley Parish Council

Finningley Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer (RFO).

The parish council Clerk is the 'engine' of an effective parish council. He or she is its principal executive and advisor and, for most smaller parish councils, such as in Finningley, The RFO the officer responsible for the administration of its financial affairs.

The Clerk is required to give advice and guidance to the council. The Clerk has a key role in advising the council, and Councillors, on governance, ethical and procedural matters.

The post is part time, 9 hours per week, but is subject to change depending on Council commitments. Working mainly from home, the hours of work are flexible except for attendance at meetings.

Salary is in accordance with National Joint Council recommendations; pay scale LC 2 points 18 to 23 (£13.21-£14.67 per hour) award pending, starting salary will be dependent upon qualifications and experience.

The person must be IT literate, able to use the Microsoft Office suite and will be supplied with a council owned laptop. The person must be able to store Council equipment and files at their home and be in attendance at the council's monthly meetings which are held on the 3rd Tuesday of each month.

Duties will include: - acting as advisor to the council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the council.

Prior relevant experience is an advantage, but training in all aspects of local government administration is necessary and will be provided.

There is a requirement that a qualification leading to the Certificate in Local Council Administration will be obtained within 2 years of taking up the post unless this qualification is already held. All training will be funded by the Council.

An Application Pack, which includes an application form and Job Description can be obtained from [robert.castle@finningley-pc.gov.uk](mailto:robert.castle@finningley-pc.gov.uk)

Chairman Finningley Parish

E-mail: [robert.castle@finningley-pc.gov.uk](mailto:robert.castle@finningley-pc.gov.uk)

Closing date for applications: 15 July 2022

Interviews will take place in July/August 2022.