



Position of Locum Parish Clerk & Responsible Finance Officer (RFO)

Part Time (25 Hours) – With additional hours to 30 Hours for a temporary period

A vacancy has arisen for Clerk & RFO to Killamarsh Parish Council. We are seeking a qualified CILCA Clerk or person working towards completion of CILCA. The person must have significant experience in senior management and a financial background, with supporting wide variety of skills. The post would suit a candidate who has previous financial management within local government. This is a post of 25 hours, currently extended by 05 temporary hours due to a review of the Parishes Leisure facility, which is currently being undertaken. The post benefits from flexible working as evening and weekend duties may be required, to meet both Parish and Committee requirements.

The post attracts a salary in accordance with NJC Scale point PO3 to PO4 35 – 41 Pro rata £38,890 to £44,863 p.a. (pro-rata).

The Clerk will act as the Responsible Finance Officer, therefore financial acumen will be essential as well as Leadership, People Management and Communication skills. The Parish of Killamarsh has approximately 10,000 residents and the Parish Council has 15 Councillors.

For an application pack, please contact either Cllr Steve Clough at s.clough@killamarsh.info or Cllr Carol Lacey at carol.lacey-killamarsh-pc@outlook.com.

Please return completed applications to our Chairperson Cllr Steve Clough at s.clough@killamarsh.info

Closing date for applications is Wednesday 16th December 2020

Provisional date for interviews is Wednesday 06th January 2021