

WHELDRAKE PARISH COUNCIL

TEMPORARY RESPONSIBLE FINANCIAL OFFICER

Wheldrake Parish Council are seeking to appoint an enthusiastic and motivated Responsible Financial Officer on a temporary basis to cover sickness absence. This is a challenging but rewarding role managing the Council's financial and accounting processes and annual audit.

We are looking for an individual who has previous experience of working in a financial role and should have expertise in budgetary control, managing income and expenditure and an ability to prepare audits. Familiarity with Xero™ or similar accounting software would be advantageous.

It is possible that this post may attract individuals who are currently working as Parish Clerks or RFOs and would like to expand their current practice.

You will work from home and will also attend Parish Council meetings in the evening - currently on the last Wednesday of the month excluding January and August. There is also a possibility of an extra meeting in December.

We anticipate that this role would involve 10 hours work per month and remuneration would be at SCP 28 – currently £19:05 per hour.

In the first instance, expressions of interest are welcomed by contacting the Chair, Cllr Graeme Urwin, via email graeme.urwin@wheldrake-pc.gov.uk or by mobile - 07802295105