

Farnsfield Parish Council

Vacancy for Parish Clerk & Responsible Financial Officer

- Post Title:** Parish Clerk and Responsible Financial Officer (RFO)
- Hours:** 25 hours per week (to be worked flexibly)
- Salary:** NALC 2023-24 scale points 23-24 (£32,076-£33,024 per annum pro rata) (Non-CiLCA Qualified Candidates). The salary will rise by two further NALC scale points on successful completion of the CiLCA qualification.
- Location:** Working from home and at our office at the Farnsfield Village Centre, New Hill, Farnsfield, Newark, Nottinghamshire, NG22 8JN

Farnsfield Parish Council is a busy Council that is looking to appoint a permanent part time Clerk and Responsible Financial Officer, to work flexibly for 25 hours per week from home and at our office in the Farnsfield Village Centre. Duties include responsibility for our two part-time employees, finances and accounts, health and safety policies and procedures, governance, and data protection.

We have evening Council meetings on the second and fourth Tuesdays of most months; you will need to prepare agendas and supporting documentation, produce minutes, provide support on local government matters, and give robust advice on Council policies and procedures. Following an election last year, nine of our ten Councillors are new to the role and we have one vacancy for a Councillor, hence the need for clear guidance.

You will be a confident, highly motivated, an excellent communicator, with good organisational and administrative abilities. You must be IT literate, able to use the Microsoft Office suite and manage the council's website. A laptop and printer will be provided. Knowledge of the workings of Local Government is essential and prior knowledge of the law, procedures and financial workings of a Parish Council is highly desirable. It is also highly desirable that you have relevant qualifications such as the Certificate of Local Council Administration (CiLCA).

The salary will be NALC 2023-24 scale points 23-24 (£32,076-£33,024 per annum pro rata, depending on your experience and qualifications. The salary will rise by two further NALC scale points on successful completion of the CiLCA qualification. Our employment terms and conditions follow those of the NALC standard Contract of Employment. You will be entitled to join the NEST pension scheme.

How to apply

Please submit your CV and cover letter **by noon on Tuesday 25th June 2024**. Your cover letter should summarise your strengths and experience in relation to this role and include two references. Applications should be sent to the Chair of our Staffing Committee, Cllr Joyce Shakeshaft, by email to joyce@farnsfield-pc.uk The Job Description and Person Specification are available from the Parish Council website. If you would like to discuss the post further, please contact Joyce to arrange a phone call.