



## Vacancy for Parish Clerk and Responsible Financial Officer to Pirton Parish Council

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

The post is part time (12 hours per week) working mainly from home. The hours of work are flexible except for attendance at meetings.

Salary will be based on the National Association of Local Councils pay scale and is dependent on qualifications and experience.

The successful candidate must be IT literate (Computer equipment is supplied). They must be able to store Council equipment and files securely at their home address. They must be available to attend Council meetings in the evening on the second Thursday of each month at 7.45pm, and other occasional meetings.

Duties will include acting as an advisor to the Council, minute taking, compilation of correspondence, filing, keeping accounts and administering the Parish Council website, developing healthy relationships with key local and regional bodies, in addition to being the RFO to the Council.

Prior relevant experience would be an advantage, but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification (CiLCA) will be available.

Applications will close on Friday 4 April, and interviews take place w/c 14 April, to commence in May on a date to be agreed.

The application form, job description and person specification are available from: Pirton Parish Council.

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