

STAVERTON Parish Council is seeking to appoint a Clerk and Responsible Financial Officer.

The position is part-time – 4 hours per week, following completion of a 6 months probationary period, working from home but with the requirement to attend 4 meetings a year in the parish to be arranged

The role involves preparing agendas, attending meetings, preparing minutes and dealing with issues arising from meetings. In addition, liaising where necessary with contractors and suppliers. As the RFO you will be responsible for the maintenance of proper financial records, produce reports for members as required and completing the Audit with the audit process.

The successful applicant will be competent in the use of MS word and Excel.

Essential travel will be reimbursed at the current rate.

The successful applicant will preferably have previous experience in a similar role and be CiLCA qualified; however adequate resources will be made available for training if required.

Salary in the range SCP 7/12 depending on experience.

To apply for the role please email CV and covering letter to sandhurstpc@gmail.com

Applications close **30 OCTOBER 2020** interviews week beginning **2 NOVEMBER 2020** (By Zoom if necessary) proposed start date 16th November 2020 to include handover and attendance at Council meeting on 18th November 2020.

Visit our website for further details and a job description or contact the Clerk

stavertonparishcouncil.org.uk