

## RAYDON PARISH COUNCIL

### VACANCY FOR PARISH CLERK / RFO

Raydon Parish Council is seeking to appoint a Clerk / Responsible Finance Officer (RFO).

The Clerk is the Proper Officer of the Council and is responsible to the Council for all aspects of administration of day-to-day business, preparing agendas and taking minutes of meetings, and advising on regulatory and legal matters.

The Clerk is also the Responsible Finance Officer (RFO) and the role includes managing the Council's day-to-day finances, providing information to Councillors when setting the Council's budget, preparing year end accounts for audit, and reclaiming VAT.

The applicant must have good organisational, communication, office and IT skills and should either hold the Certificate in Local Council Administration (CiLCA), or be working towards the qualification.

The Clerk is required to attend 9 evening Parish Council meetings per annum (the Council does not meet in August or December), as well as the Annual Parish Meeting and any other Council meetings as required.

This is a part-time post based on an average of 6-7 hours per week, allowing for routine duties, correspondence, specific annual documents and attendance at meetings. The Clerk will work from home.

The starting salary will be determined according to experience and qualifications. The salary range will be extended appropriately for a CiLCA qualified Clerk.

For further information and to apply, please contact the Clerk, Jane Cryer:

[raydonpc@gmail.com](mailto:raydonpc@gmail.com) / 07920 713940