

## Whatlington Parish Clerk & RFO

**Closing Date:** 17 February 2025 **Hours:** 4 hours per week **Rate of Pay:** £17.79 - £18.72 per hour (SCP 24 -26) depending on experience and qualifications.

We are looking for someone who is motivated and organised, with excellent administration, bookkeeping, IT and communication skills to join our team. You will need to be proactive and helpful in supporting our Councillors and our residents and taking an interest in village affairs. You need to be able to work independently from home.

Reporting to the Council you will be required to organise meetings, draft minutes, prepare documentation and follow up on actions. As Responsible Financial Officer you will manage the Council's accounts and budget. You will also liaise with many other organisations and groups in this key role.

Although an appropriate qualification would be preferred, the Parish Council will support an applicant following appointment in pursuance of continuing professional development (CPD).

**Place of work:** Home-based with evening attendance at meetings (typically 5 meetings per year including attendance at the Parish Assembly). Very occasionally, special planning meetings are required.

The application form and the job description are provided below or are available from Emily Simpson at [admin@esalc.co.uk](mailto:admin@esalc.co.uk). For any queries, Emily can be contacted on 07881 714526.

The completed application form should be sent by email to Emily at [admin@esalc.co.uk](mailto:admin@esalc.co.uk) – Thank you.