

# **WORTHINGTON PARISH COUNCIL**

## **VACANCY FOR PARISH CLERK/RFO**

Appointment of Parish Clerk and Responsible Financial Officer.

The Council wishes to appoint an organised and enthusiastic person to fill the post of Parish Clerk and RFO. Applicants must be able to show that they have experience in administration, finance and audit procedures.

This part time, home based appointment (40 hours per month) calls for knowledge of accounting/book keeping, word processing, payroll, use of spreadsheets, a sound organisational administrative ability and an interest in community life.

Training will be offered as appropriate and remuneration will be based on experience.

This Council operates a flexi time system. Hours of work are related to the needs of the job and some evening meetings will be required. The clerk is also Proper Officer to the Parish Council.

Appointment will be subject to satisfactory references.

A Job Description and Specification and application form is available or can be requested from the Clerk at the [clerk@worthingtonpc.org.uk](mailto:clerk@worthingtonpc.org.uk)

All applications with CV, application form and covering letter should be sent to the Chair Councillor Simon Haggart

[Cllrhaggart@worthingtonpc.org.uk](mailto:Cllrhaggart@worthingtonpc.org.uk)

June 2024