

TWO CLERK and RFO VACANCIES

CHARLTON HORETHORNE AND HENSTRIDGE PARISH COUNCILS seek to appoint a Parish Clerk and Responsible Financial Officer (RFO).

Applications are invited from anyone wishing to be considered for one or the other OR both posts.

The terms of employment are as follows:

	Charlton Horethorne	Henstridge
Hours	15 per month	24 per week
Salary (as per NALC salary scales WEF 1 April 2023)	LC1 7 - 12	LC2 18 - 23

The Parish Clerk is responsible for organising all meetings of the Council, publishing agendas and minutes, dealing with correspondence, maintaining the Parish Council website, line management of two grounds staff, updating the Parish Council website, liaising with other organisations and overseeing certain projects. In addition, as RFO, the Clerk will be responsible for the financial administration of the Council.

The Clerk works from home and must be computer literate. A separate laptop, scanner and other equipment are provided for each Parish. The successful applicant ideally should be CiLCA qualified or be prepared to undertake training to obtain the qualification within a year of appointment. Attendance at the evening meetings of the Council is a requirement of the position. Normal full council meetings take place as follows:

CHARLTON HORETHORNE – On Mondays approximately every six weeks
HENSTRIDGE – On the first Monday of every month.

For further details, a copy of the job description, person specification and application form please contact the Council at clerk@henstridgeparishcouncil.org.uk. For an informal chat about the role(s) please contact the current Clerk, Julie Ferguson on the above email or by calling 07783 475 200.

The closing date for applications is 31 May 2023 and interviews are planned for early June 2023. To apply please send the application form to the above email address.