

## Yeovilton & District Parish Council - Clerk and Responsible Financial Officer(RFO) Vacancy

Due to promotion, our new Parish Clerk unfortunately has to give up her newly appointed post of Clerk, so we are looking to appoint a new Parish Clerk and RFO.

The post is part-time and home based for an average of 20 hours per month, some months being quieter and some busier. Payment is currently paid quarterly but could be easily be paid bi - monthly if preferred and is as per the Local Government Salary guide and commensurate with experience and qualifications. Salary will be negotiated agreed between both parties, the Council and yourself on appointment.

The working hours are very flexible, other than the post holder must be able to attend the bi- monthly council meetings, currently held on the second Tuesday of the month at 7.30pm. These are being held in Yeovilton & Limington alternately.

The applicant must be computer literate and will be responsible for organising all meetings of the Parish Council, publishing Agendas and minutes also dealing with correspondence via mail, email and telephone.

The Clerk is also responsible for maintaining all records.

As RFO the clerk is also responsible for all aspects of financial administration of the Council.

This is a précis of the job which will also include various ad hoc items which keeps the job varied and interesting.

Whilst it is not necessary to hold the 'Certificate in Local Administration' qualification, it will be a requirement that this is undertaken, and training will be provided. A good local knowledge of the whole of the Parish area would be an advantage.

Should you wish to discuss this further please contact either our Chairman, Mr. Adam Elliott on 07766 050344 or Email [broadmeadows13@gmail.com](mailto:broadmeadows13@gmail.com) or Mr. James Scott on 07775 800520 or Email [scottjameshelen@btinternet](mailto:scottjameshelen@btinternet) both of whom will be happy to answer any questions you might have.

To apply please send your CV and covering letter by email to: Mr. Adam Elliott, Chair.

Closing date for applications is ..... 2022.