

Vacancy for Clerk and Responsible Financial Officer (RFO)

Oxenhope Parish Council is looking to appoint a Clerk and RFO to replace the existing post holder, who is retiring at the end of February after 14 years.

The role is to provide professional support in all aspects of the Council's work and to act as Proper Officer and advisor to the Council. Duties include acting as the first point of contact for all council matters, dealing with correspondence, minute taking, liaising with other agencies and councils, completing statutory returns and funding applications and all financial aspects as RFO. The applicant should also be able to update the Council's website (training will be provided as required).

Hours will be 14 per week and the salary will be £8,765 to £9,722 per annum, based upon experience and qualifications (SCP 26 to 29 on the National Joint Council for Local Government Services pay scales). A home working allowance of £25 per month will also be paid. A computer, printer, iPad and mobile phone will also be provided.

The post holder will be required to attend Parish Council meetings which are held in the evening, usually on the 2nd Wednesday in the month, as well as other *ad hoc* meetings, including Neighbourhood Planning meetings.

Previous Local Government experience is desirable and a willingness to undertake training in all aspects of local authority administration is essential.

To discuss the role or to request a job description and application form please contact our Chair, Cllr Ken Eastwood, 07850 049 487 or ken.eastwood@oxenhopeparishcouncil.gov.uk

To read more about the role of Parish Council Clerk see <http://tinyurl.com/gS9oask>

The closing date for applications is **17:00 on Friday 20th January 2017**.