



Vacancy

Parish Clerk and Responsible Financial Officer

7th January 2021

Pitton and Farley Parish Council is seeking an organised, forward thinking and adaptable individual to work as Parish Clerk and Responsible Financial Officer (RFO). The Clerk will be responsible for all aspects of finance and administration of the Parish Council and will be required to provide statutory advice and implement decisions across the complete range of Council's activities.

The position is part-time and home-based. The role requires approximately 32-40 hours per month (including an evening meeting about 10 times a year). Salary will be subject to discussion and will depend upon relevant experience and qualifications. Knowledge of council affairs is desirable but is not essential as full training can be offered.

To request an application form and full information pack on both the role and the villages of Pitton and Farley, please contact us by emailing clerk@pittonandfarley-pc.gov.uk

The closing date for applications is 15th February 2021.

Expected interview dates from the 20th February 2021