**NORTH LUFFENHAM PARISH COUNCIL APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO)**

**TO THE COUNCIL**

A challenging and interesting opportunity has arisen for a suitably experienced, enthusiastic and competent individual to be appointed as Clerk and RFO to North Luffenham Parish Council. The position is becoming vacant upon the retirement of the current clerk. The successful candidate will be required to work from home.

The salary is in accordance with nationally based terms and conditions within the range of £8.61 to £11.19 per hour (dependant upon experience) for 9 hours per week.

Responsibilities of the post include:

* **All Parish Council administration and correspondence.**
* **Arranging meetings, compiling agendas and producing the minutes of meetings.**
* **Managing financial records, monitoring and reconciling the accounts, preparing accounts for audit.**

 You will need to be able to work flexibly, and attendance at evening meetings is essential. Some knowledge of council procedure is an advantage but support can be provided for training towards the Certificate of Local Council Administration.

Applicants must have:

* Experience of administration and financial management with sound word processing and spreadsheet management skills.
* Ability to work to own initiative and to work with volunteers to achieve the Council’s objectives.
* Good oral and written communication skills

Please call Parish Council Chairman: Paul Cummings on 01780 720124 or email pbgcummings@gmail.com for job description, personal specification and further details.

Applications in the form of a CV and covering letter are invited by 14th May 16 and should be sent to:

PBG Cummings, Chair North Luffenham Parish Council

11 Digby Drive, North Luffenham, Rutland, LE15 8JS

Closing date for applications: 14th May 16
Interview dates: 6th – 10th Jun 16

Clerk commencement date: 1st Jul 16