



Vacancy for Clerk & Responsible Financial Officer (RFO)

Crich Parish Council has a vacancy for an enthusiastic Clerk & RFO who is capable of delivering an exceptional administrative and financial service to its 12 Councillors the wider community of around 2,600 electors, and their families. This is a rewarding job, in which you will be instrumental in shaping and delivering services to the Parish. We have some exciting plans and opportunities to get involved in, and our retiring Clerk says we are a great bunch to work with!

We are seeking someone who is CILCA qualified, or willing to work towards the qualification, with relevant experience, fantastic organisation skills and a keen attention to detail. As management and finance play a big role in the Clerk's duties, applicants should bring with them some practical, relevant experience of both, preferably gained from within Local Government. You will need a good standard of IT literacy, including Microsoft Word and Excel, as well as experience in using website management software.

Salary: LC2 points 24 – 28, starting at 24 points - £14.90 per hour.
Working arrangements: 23 hours per week including evening meetings, working from the Parish Council Office in Crich. Some working hours from home could be negotiated if required.

Further details including a role description, person specification and application form can be obtained by e-mailing our current Clerk, Carolyn Jennings: clerk@crich-pc.gov.uk. Carolyn will be available to assist with the handover, and applicants are welcome to contact her for an informal discussion on 01773 853928.

Closing date for applications is midnight on 22nd August. Interviews will be held week commencing 13th September. Handover of 3 days 29th November to 1st December 2021.