



EAST FARLEIGH PARISH COUNCIL

The Pump House, Riverside Park, East Farleigh,

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EAST FARLEIGH PARISH COUNCIL VACANCY

PARISH CLERK / RFO

An opportunity has arisen to join East Farleigh Parish Council as the Parish Clerk and Responsible Financial Officer, occasioned by the retirement of the current Clerk.

The role is an interesting and varied one.

This is a “work from home” position as there is no Parish Council office. The position requires 20hrs hours a week to be taken between Monday-Friday (9am to 6pm), though this increases on occasions at busy times of the year. Attendance at monthly evening Parish Council meetings is vital.

Salary and conditions will be in accordance with the NALC Employment Contract to the Salary Band LC1, point 9 or above on the National Joint Council (NJA) pay scales, depending on experience. Point 9 equates to a salary of £21,269 per year/£11.05ph and is calculated by pro-rata reference to the standard working week for local government staff of 37 hours.

The post requires a self-motivated person with a good general education, sound administrative skills, an attention to detail, an ability to meet deadlines and a demonstrated ability to get on with people/work with the general public.

Previous work as a Clerk is required. Specifically, the Clerk should be competent in Word, Excel, email, WordPress website software and social media. Accounting knowledge and experience is also required.

This part time role will commence on 1st March 2023 , initially shadowing the current Clerk during March/April/May 2023. Hours during the overlap period will be flexible, depending on the amount of training/induction required.

Closing date for applications, comprising a CV with a covering letter is 1st February 2023 with interviews to take place during the first two weeks of February.

For further information, or an informal chat about the post, contact Desiree, the Parish Clerk on 07999 414712 or email clerk@eastfarleigh-pc.org.uk

Applications, consisting of a CV and covering letter, should be sent via email to the Clerk.

Closing date for applications is 1st February 2023