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**Exciting Job Opportunity: Parish Council Clerk**

**and Responsible Financial Officer (RFO)**

**Location:** Nash Mills Parish Council. This is predominantly a working from home position with attendance at meetings, including some evening meetings, expected.

**Salary:** LC2 (NJC Scales, starting at £30,559 full-time equivalent, commensurate with experience and qualifications)

**Hours:** Part-time, 24 hours per week (with flexibility and the possibility of annualised hours)

**Contract Type:** Permanent (subject to successful probationary period)

Are you passionate about your local community? Do you have a flair for organization and a keen eye for detail? Nash Mills Parish Council is seeking a dedicated and enthusiastic **Parish Council Clerk and Responsible Financial Officer (RFO)** to play a key role in supporting the smooth running of our vibrant community.

This is a dynamic and rewarding position, offering a unique opportunity to contribute to local governance while enjoying a flexible working environment. If you're an organized professional with a strong financial background and a commitment to making a positive impact, we want to hear from you!

**What You’ll Be Doing:**

* **Act as the main point of contact** for the Parish Council, offering expert advice to ensure compliance with legal, procedural, and financial standards.
* **Prepare agendas and minutes** for Council meetings, ensuring accurate and timely documentation.
* **Manage the Council’s finances**: budgeting, payroll, and preparing financial reports
* **Line manage the Parish Warden** and oversee their day-to-day responsibilities.
* Ensure the **proper administration of finances**, meeting all audit and governance requirements.
* Keep Council records, policies, and other documents up to date.
* **Liaise with residents, contractors, and other authorities** to maintain open communication and ensure projects run efficiently.
* Play an active role in implementing Council decisions and helping push forward community-focused projects.

**What We’re Looking For:**

* **Strong organizational skills** and the ability to manage multiple tasks with attention to detail.
* **Experience in financial management** (including budgeting and bookkeeping), with familiarity in sector-specific software like Scribe or Rialtas an advantage.
* Excellent **written and verbal communication skills**.
* Proficiency in Microsoft Office (Word, Excel, Outlook, Teams) and general IT systems.
* **Knowledge of local government procedures** and legislation (CiLCA qualification is desirable, or a willingness to pursue it).
* A self-starter who can work independently, prioritize effectively, and meet deadlines.

**What We Offer:**

* A **competitive salary** based on your experience and qualifications.
* **Flexible working arrangements**, allowing for a better work-life balance.
* **Generous annual leave** entitlement in line with NJC scales.
* Working from home (attending periodic meetings also required). Allowances and expenses will be provided.
* **Training and development opportunities** to support your career progression, including assistance in obtaining the Certificate in Local Council Administration (CiLCA).
* A **supportive team environment**, where you can truly make a difference in your community.

**Ready to Apply?**

If you’re excited about the opportunity to serve the Nash Mills community and bring your expertise to this vital role, we’d love to hear from you! Please send your CV and a covering letter to **Nikki Bugden** at [cl**erk@nashmillsparishcouncil.gov.uk**](mailto:clerk@nashmillsparishcouncil.gov.uk)

**Application Deadline:** Monday, 3rd February 2025  
**Interview Date:** Monday, 10th February 2025

For any questions or an informal chat about the role, please contact Nikki Bugden at [**clerk@nashmillsparishcouncil.gov.uk**](mailto:clerk@nashmillsparishcouncil.gov.uk)

We look forward to welcoming a new member to our dedicated team – someone who shares our commitment to helping Nash Mills thrive!