

ADDERLEY PARISH COUNCIL

CLERK AND RESPONSIBLE FINANCIAL OFFICER VACANCY

Adderley Parish Council is seeking an organized and dedicated individual for the role of **Clerk and Responsible Financial Officer**. This is a rewarding opportunity for someone with administrative experience and a passion for supporting the local community.

KEY DETAILS:

- **Salary Scale:** LC1 SCP 13-17 (Presently £29,064 - £31,022) pro rata. Actual salary is dependent on qualifications and experience. Mileage reclaimable at 0.45ppm.
- **Hours:** 6 hours per week, to be worked flexibly, including evening meetings
- **Location:** Home-based, with meeting attendance in Adderley. Potential for ad-hoc travel further afield in the performance of duties.

JOB DESCRIPTION:

The Clerk and RFO is responsible for:

- **Council Administration:** Prepare agendas, reports, and minutes for meetings; ensure decisions are implemented.
- **Financial Management:** Manage the Council's finances, including budgeting, payments, and ensuring legal compliance.
- **Legal and Statutory Advice:** Advise the Council on its powers, duties, and responsibilities
- **Public Relations:** Serve as the main contact for residents, handle correspondence and help to manage the Council's website.
- **Project Support & Management:** Assist in managing and delivering community projects and initiatives, including managing contractors.
- **Compliance:** Ensure adherence to legal responsibilities, best practice and the Council's own policies and procedures.

RECRUITMENT TIMELINE:

- Closing Date for Applications: Noon, Wednesday 8th October 2025
- Interviews: Week Commencing Monday 13th October 2025

HOW TO APPLY:

Please send a cover letter summarizing your suitability for the role, along with your CV, to the Locum Clerk at clerk@adderleyparish.co.uk