**ADDERLEY PARISH COUNCIL**

**CLERK AND RESPONSIBLE FINANCIAL OFFICER VACANCY**

Adderley Parish Council is seeking an organised 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 £28,163- £30,060 pending 2025/26 local government pay agreement) 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 Thursday 12th June
* Interviews: Week Commencing Monday 16th June

**HOW TO APPLY:**

Please send a cover letter summarising your suitability for the role, along with your CV, to the Clerk at [clerk@adderleyparish.co.uk](mailto:clerk@adderleyparish.co.uk)