



Fylingdales Parish Council

Clerk: Jude Wakefield
Email: Clerk@fylingdalespc.org.uk

Chair: Cllr Carolyn Watkinson
Email: cllr.c.watkinson@fylingdalespc.org.uk

OPPORTUNITY

Clerk/Responsible Financial Officer

Applications are invited for the role of Clerk and Responsible Financial Officer (RFO) for Fylingdales Parish Council

This is an opportunity for an experienced senior administrator, skilled in organising and administering committees, preparing and monitoring budgets and communicating with internal and external stakeholders.

As a self-starter and sole employee of the Parish Council your responsibilities will include preparation of agendas, taking minutes at parish council meetings, handling correspondence, preparing notices and reports and keeping the website up to date. The Clerk is also the Responsible Financial Officer, managing budgets, payments and invoicing and ensuring compliance with financial regulations. You will have a high level of organisational, communication, literacy, numeracy and IT skills.

The post is for 624 hrs annually (average 12 p/week). Much of your time will be used flexibly but will include attendance at monthly evening council meetings in Robin Hoods Bay/Fylingthorpe and occasionally other meetings as and when required. Salary will be in accordance with the NJC Scale LC2, in the region of £26,500 per annum (£8,500 pro rata). This post is subject to a probationary period of not less than 3 months.

If this sounds right for you, please contact us at cllr.c.watkinson@fylingdalespc.org.uk for your application pack, with full job description and person specification.

Closing date for applications will be **noon on Friday 10 April**. Interviews will be held on **Tuesday 21 April**.

We look forward to hearing from you.

Fylingdales Parish Council