

**Little Chesterford Parish Council**

**Parish Clerk/Responsible Financial Officer Vacancy**

Part-time – 2 hours per week

Permanent

Little Chesterford Parish Council seeks a part-time Clerk/Responsible Financial Officer (RFO). Work will be primarily from home with bi-monthly meetings on the second Thursday of the month at Little Chesterford Village Hall, plus others, as necessary.

The Parish Council consists of six Councillors plus the Parish Clerk.

Applications are invited from suitably qualified and experienced persons who can work independently and flexibly with a strong community focus. The Parish Clerk will be responsible for the administration of the business and finances of the Council.

The ideal candidate will be a CiLCA qualified Parish Clerk with a working knowledge of Local Government procedures, excellent communications skills, a high level of IT expertise and an ability to be flexible to the needs of the job. A shared Clerk would be considered with the agreement of their Council. We will equally consider a local person with the above skills who would like to make a real positive contribution and difference to the future of our community.

To apply please send your CV and a covering letter setting out your suitability for the job to [robert.pumfrey@btconnect.com](mailto:robert.pumfrey@btconnect.com) or [fgwilkinson@gmail.com](mailto:fgwilkinson@gmail.com)

The closing date for applications is Friday 3rd December, 2021.

Interviews will be held week commencing 6<sup>th</sup> December, 2021.

IF YOU REQUIRE ANY FURTHER INFORMATION INCLUDING A JOB DESCRIPTION OR FOR AN INFORMAL DISCUSSION, PLEASE CONTACT Robert on 01799 530246) or Fiona on 07850973396.