

FRANKTON PARISH COUNCIL

EMPLOYMENT OPPORTUNITY

Clerk and Responsible Financial Officer (RFO)

Frankton Parish Council represents a small rural community in the County of Warwickshire which is made up of 5 Parish Councillors.

While the Parish Councillor roles are all unpaid, by law it must employ a paid officer. The Clerk and RFO is employed to work with Councillors in helping the Council meet the needs of the residents.

We would like to hear from you if you:

- are IT literate
- have a genuine desire to bring about improvements to life in local communities
- have administration experience
- have an understanding of financial management and preparation of accounts
- are willing to undertake training and personal development

The post is 10 hours per month, initially but there be an opportunity to increase the hours as the role and the Parish Council develop.

The hours to be worked are flexible and will be mostly from home. There will be a minimum of 4 evening meetings per year which are held in Bourton, Draycote and Frankton Village Hall.

The salary is SCP 7 (£13.26 per hour).

Date of Commencement : As soon as possible following conclusion of appointment process .

To discuss this post please contact the Helen Stewart who is the Interim Parish Clerk & RFO:

Email franktonparishcouncil@gmail.com