

Ruscombe Parish Council

Job vacancy: Clerk/Responsible Finance Officer (RFO)

The position is part time, 10 hours per week. The hours worked across the week are at the discretion of the employee as per the job requirements and worked from your home. Attendance is required at a minimum of 11 evening meetings per year normally held on the first Wednesday of the month in Loddon Hall, Twyford 19:30 to approximately 21:00pm, which will form part of the normal working hours.

The salary is based on the SLCC salary scales, starting SCP point 16 to 23 depending on experience £24,423 - £28,226 pro rata, depending on qualifications and experience, and rising to higher SCP point after probationary period. The holiday allowance is in line with the Green Book conditions of service.

RPC are looking to appoint a new Clerk/RFO. The Clerk will be responsible for managing the day-to-day business of the Council, including the production of the agenda/ minutes for all Council meeting, liaising with outside bodies as well as providing and implementing Council decisions. The Clerk/ RFO will also be responsible for all the financial transactions and records of the Council and the administration of its financial transactions and records of the Council and the administration of its finances. The successful applicant will have excellent communication, finance, and organisational skills. An appropriate laptop will be provided.

Please contact the Parish Clerk on 07492493672 or email clerk@ruscombepc.org.uk for more information.

To apply please send your CV to the email address above or by post to Ruscombe Parish Council, PO Box 8246, Reading, RG6 9SU.