



Vacancy

Parish Clerk and Responsible Finance Officer (RFO)

A vacancy has arisen for the position of Parish Clerk and Responsible Finance Officer at Desford Parish Council. This combined position is vital for the continued success and legal compliance of all Council business.

Desford Parish Council (DPC) is a progressive Council which is well funded and prides itself on delivering excellent service and facilities. The Parish consists of Desford, Botcheston, Newtown Unthank, Kirby Grange and Hunts Lane. There are twelve Councillors.

The successful applicant will hold (or be prepared to work towards) the Certificate in Local Council Administration and be able to demonstrate good literacy and numeracy skills. Good communication and IT skills are also key requirements.

The Clerk/RFO will be employed for approximately 80 hours per month, mainly on a Tuesday and Thursday, based at the Council office in Desford Library. This also includes attending two evening Council meetings per month. However, the monthly hours can vary over the year, especially when account close-down and audits are required at the beginning of each financial year.

The successful candidate will be appointed on the LC2 range, which is from £15.12 to £17.00 per hour, dependant upon qualifications and experience. The Council also offers pension arrangements to all staff through the NEST work-place pension scheme.

This is an exciting role for a self-motivated individual who wants to make a real difference in the Parish of Desford.

DPC is an equal opportunities employer and we welcome applications from all sectors of the community.

Applications should be submitted by 5.00pm, Friday 10 June 2022 to:

The Chairman, Desford Parish Council,

Desford Library, Main Street, Desford, Leicestershire, LE9 9JP

Alternatively, applications may be submitted via email to clerk@desfordparishcouncil.co.uk .

Interviews for the post will be held in the week commencing 20 June.

Further information about the Council can be found on our website: www.desfordparishcouncil.co.uk . Copies of the Job Description for the post are available on request.