



# Fawfieldhead Parish Council

[www.fawfieldheadparishcouncil.gov.uk](http://www.fawfieldheadparishcouncil.gov.uk)

## Vacancy for Clerk / Responsible Finance Officer (RFO)

Fawfieldhead Parish Council is a progressive rural local authority in the South West Peak District. It wishes to appoint a dynamic and forward thinking Clerk / RFO to oversee its statutory functions; to control administration, meetings and finances; and to lead on projects and partnerships.

The position requires excellent communication, organisational and administrative abilities; IT literacy, including managing a website; and an understanding of local government, ideally possessing the Certificate in Local Council Administration (CiLCA) qualification or a willingness to achieve this within 24 months.

The post is part-time at 14.5 hours per month and home-based with a requirement to travel to attend evening parish council meetings and other occasional meetings. A driving licence would be advantageous.

Salary is pro rata of pay point 22 of the National Association of Local Councils which is currently £31,364. This is equivalent to £16.30 per hour. The Parish Council offers a local government pension and holiday entitlement.

The closing date is **6 March 2024**.

To apply for the post, please send your CV to [clerk@fawfieldheadparishcouncil.gov.uk](mailto:clerk@fawfieldheadparishcouncil.gov.uk). The Parish Council welcomes informal discussion about this post and this may be arranged via this email address.