

**DRAFT** Advert for Broadwas and Cotheridge Clerk and RFO vacancy

The Parish Council is seeking a self-motivated person to fill the role of Clerk and Responsible Financial Officer to the Council.

8 hours per week. Salary: LC2 SCP 24 – 28 £28,672 - £32,234 pro rata (based on experience & qualifications).

The role is home based but the successful candidate must be prepared to attend evening meetings. Some work may require meeting representatives and contractors on site. We have ten parish council meetings, held every month (except August and December) on the second Tuesday of the month, in the evening, and there may be additional meetings as and when required.

Applicants must have excellent communication skills, both written and verbal; the ability to understand and interpret local government law; possess skills in financial management; a willingness to learn and show a positive response to challenge and change. A high level of competence in office IT is essential.

Ideally applicants will hold the CiLCA qualification, if not there is an expectation that candidates will work towards this with support from the council.

Local council benefits such as a pension scheme, training and holiday pay will apply.

Further details can be obtained by contacting the Clerk on phone/email.

Applications should be made by submitting a CV to the Clerk before DATE?