

Vacancy – Parish Clerk and Responsible Financial Officer

Teffont Parish Council is looking to appoint a **Part-Time Parish Clerk and Responsible Financial Officer (RFO)**.

Hours: 10 hours per week (flexible, home-based)

Salary: NJC LC1 Scale SCP 13–16 depending on qualifications and experience, plus Local Government Pension Scheme, annual leave and approved expenses

This is a varied and rewarding role at the heart of the local community. The successful applicant will support the Parish Council by:

- Preparing agendas and minutes for Council meetings.
- Managing the Council's administration and correspondence.
- Maintaining the Council's accounts and financial records.
- Advising councillors on procedures and ensuring legal compliance.
- Working with councillors, residents and local organisations to support the parish.

We are looking for someone who is organised, reliable, IT-literate and has excellent communication skills. Experience in administration or finance is desirable, and training will be provided for the right candidate.

Evening attendance at bimonthly Parish Council meetings (plus extraordinary meetings) is required.

To find out more, please contact:

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