**PITCOMBE PARISH COUNCIL – CLERK and RFO VACANCY**

The Council seeks to appoint a Parish Clerk and Responsible Financial Officer (RFO). The appointment is for an average of 5 hours per week and the salary will be as per the national recommended salary scale commensurate with experience for part time Clerks SCP LC1 7 - 12.

The Parish Clerk is responsible for organising all meetings of the Council, publishing agendas and minutes, dealing with correspondence, maintaining the Parish Council website, liaising with other organisations and overseeing certain projects. In addition, as RFO, the Clerk will be responsible for all aspects of financial administration of the Council.

The Clerk works from home and must be computer literate. A laptop, scanner and other equipment are provided. The successful applicant ideally should be CiLCA qualified or be prepared to undertake training to obtain the qualification. Attendance at the evening meetings of the Council is a requirement of the position. Normal meetings take place on the second Tuesday of every month.

For further details, a copy of the job description, person specification and application form please contact the Council at [clerk@pitcombepc.org.uk](mailto:clerk@pitcombepc.org.uk) or visit the website [www.pitcombepc.org.uk](http://www.pitcombepc.org.uk). For an informal chat about the role please contact the locum clerk, on the above email or by calling 07841 116986.

The closing date for applications is Friday 20th August 2021 and interviews are planned for Tuesday 7th September 2021. To apply please send your current CV and covering letter outlining why you would be a suitable candidate for the position to the above email address.