



## GOXHILL PARISH COUNCIL

Parish Rooms, Howe Lane, Goxhill, DN19 7HS

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### **Vacancy for Parish Clerk / Responsible Financial Officer (RFO)**

Goxhill Parish Council is seeking a highly organised and motivated individual to join the team as Parish Clerk and Responsible Financial Officer (RFO). This is a part-time position of approximately 12 hours per week, based at the Parish Council Office, with occasional opportunities to work from home. The Parish Clerk and RFO plays a vital role in ensuring the smooth running of the Council's administrative and financial operations, supporting councillors, and serving the local community.

The successful candidate will be responsible for managing the day-to-day administration of the Parish Council, preparing agendas, attending meetings, and producing accurate minutes. They will fulfil the statutory duties of the Responsible Financial Officer, including maintaining the Council's accounts, managing budgets, and processing payroll. The role also includes acting as Burial Clerk, organising civic and community events, and providing research, advice, and information to councillors as required. Other duties may be assigned as appropriate to the role of Parish Clerk and RFO.

Applicants should have excellent administrative and communication skills, the ability to work independently, and a sound understanding of local government procedures, although training can be provided. Proficiency in Microsoft Office and basic accounting software is essential, together with a professional and confidential approach to all aspects of the role.

The successful applicant will hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards achieving it, with support from the Council. Salary will be commensurate with qualifications and experience and paid in line with the Local Government pay scales. The appointment is subject to a six-month probationary period.

Pay scale L5 to L20 depending on experience and qualification.

For an application form and full job specification, please contact Councillor Trudi Snell at [cllr.trudisnell@goxhillparishcouncil.org.uk](mailto:cllr.trudisnell@goxhillparishcouncil.org.uk)