

## **DALE ABBEY PARISH COUNCIL**

### **CLERK / RFO VACANCY**

Applications are invited for the position of Clerk and Responsible Financial Officer to Dale Abbey Parish Council. The role is to provide professional support in all aspects of the Council's work.

You will need to be computer literate, and competent in local government law, administration and finance. You must also demonstrate good management, organisational and communication skills. Attendance will be required at evening meetings. The Council meets on the 3<sup>rd</sup> Thursday of each month and attendance at this meeting is essential.

The Clerk provides support to the eight Councillors including register of interests and ensuring that Council decisions are made within the constraints of Local Government legislation. The RFO is responsible for budget setting, recording the accounts, paying of invoices and complying with stringent year end, internal and external audit processes.

This is a challenging position that requires resilience and a can do attitude as tasks are varied and no two days are the same.

Salary will be within the NALC Scale 13 – 16 starting at £14.60 per hour, the hours are 12.5 per week.

Please apply to Dale Abbey Parish Council including your CV to [contact@daleabbey-pc.org.uk](mailto:contact@daleabbey-pc.org.uk) or

10 Hanslynn  
Thulston  
Derbyshire  
DE72 3WB

The closing date is Tuesday 6<sup>th</sup> May 2025 at 5.00pm