



# BERINSFIELD PARISH COUNCIL

## Vacancy for a Parish Clerk and Responsible Financial Officer

<b>Post Title :</b>	Parish Clerk and Responsible Financial Officer (RFO)
<b>Hours :</b>	24 hours per week
<b>Salary :</b>	NALC 2023-24 scale LC2 18 – 23 (£29,269 - £32,024) per annum (pro-rata)
<b>Accountable to:</b>	Berinsfield Parish Council as a corporate body

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The Parish of Berinsfield is located in the District of South Oxfordshire, approximately nine miles south of Oxford, with a population of 2771 and a precept of £145,500. There are twelve members of the Parish Council.

Due to the retirement of the current Clerk and Responsible Financial Officer, applications are invited from suitably qualified persons to fill the post. This is a part-time permanent vacancy for 24 hours per week, mainly working from home.

The role involves attendance at Parish Council meetings, which are held in the evening on the first Monday of each month, and approximately six additional evening Committee meetings per annum. The successful applicant will be required to prepare agendas and supporting documentation, produce minutes, carry out actions from the minutes, provide support on Local Government matters and give advice on Council policies and procedures as well as carrying out the duties of Responsible Financial Officer to the Council. Training will be provided.

You will be confident, highly motivated and an excellent communicator with good organisational and administrative abilities. You must be IT literate and manage the Council's website. A computer, printer and mobile telephone will be provided.

The successful candidate will either already hold the Certificate in Local Council Administration (CiLCA) qualification or be willing to gain it within two years of the appointment.

The closing date for receipt of applications is mid-day on 25<sup>th</sup> July, 2024 with interviews being held during the week commencing 5<sup>th</sup> August, 2024.

An application pack is available to download at <https://www.berinsfield-pc.gov.uk>. If you would like further information, please contact the present Clerk, Annette Loveland, by emailing [Clerk@berinsfield-pc.gov.uk](mailto:Clerk@berinsfield-pc.gov.uk).

