



Queen Camel Parish Council

Appointment of Clerk and Responsible Finance Officer

Applications are invited for the position of **Clerk** and **Responsible Financial Officer** (RFO) for Queen Camel Parish Council.

The Clerk is responsible for organising meetings of the Council and assisting the Chairman.

Responsibilities include: administration of Council's paperwork and governance (including policies), advice on procedure and implementing instructions of Council. As RFO, the Clerk is responsible for financial management of Council using SCRIBE online software and ensuring full transparency and accountability.

Attendance would be required at the Council meetings, which are usually held on the third Monday of the month in approximately 6 months of the year in Queen Camel Memorial Hall at 19.30.

The Clerk works from home and office expenses are paid, with a laptop and printer supplied. The hours average 12 per week. Salary is dependent on qualifications and experience currently based on the upper LC 1 and lower LC2 pay scales ranging from £14.60 to £16.65 per hour. There is a home working allowance of £26.00 a month.

The Clerk is responsible for updating the Queen Camel Parish Council website. Experience of website management will be an advantage. The Council wishes to expand its use of online newsletters and experience of creating these (or a willingness to learn) will also be useful.

For more information about the village and Queen Camel Parish Council visit <https://queencamelpc.org.uk/>

Please send a letter of application and C.V. to the Chair of the Finance, Personnel and Risk Committee, John Brendon. Email: john.brendon@queencamelpc.org.uk | Tel: 07976691895

Applications should be submitted by 14 March 2025. Interviews are planned to take place soon thereafter.