



Branscombe Parish Council
Clerk and Responsible Financial Officer (RFO)

Job Advert

Branscombe Parish Council is looking to appoint a new Clerk and Responsible Financial Officer (RFO) to join the Council from April 2024.

A small rural and picturesque parish, Branscombe is nestled on the Jurassic coast in East Devon's Area of Outstanding Natural Beauty. The village has approximately 430 permanent residents and welcomes many holiday makers and visitors during the summer months.

The Parish Council has 9 councillors and holds monthly meetings (except in August) on the first Thursday of the month. The precept for 2024/25 is £9,500.

As Clerk/RFO you will be key to the effective operation of the Council, drafting agendas, minutes, and other papers for Council meetings, providing impartial and professional advice on the conduct of the Council's business and delivering all other administrative support. As the RFO, you will manage the finances and assets of the Council, including preparing the annual review of the budget and precept, monitoring expenditure, producing quarterly financial reports and supporting the annual audit process.

The role is homebased, working 7 hours per week. A laptop will be provided. The salary offered will be on the National Joint Council (NJC) pay scale LC1 (SCP 10 -17) from £13.28 – £14.95 per hour, dependent on experience and qualifications.

Candidates must have sound administrative experience relevant to the role, excellent written and oral communication abilities and strong IT skills. Previous experience as a Parish Clerk and of budget preparation, managing accounts, and maintaining a website and communication via social media would be an advantage, but training for the role will be available where required. Personal qualities of impartiality, diplomacy and resilience are essential.

A copy of the job description and person specification are available on the Council's website www.branscombe-pc.org.uk

To apply, please send a CV and a covering letter outlining why you are interested in the role and how you meet the requirements in the person specification, to clerk.branscombepc@gmail.com

Closing date for applications: Friday 23rd February 2024. (Interview date Friday 8th March 2024).