

**Uffington Parish Council**  
**Vacancy for a Clerk/RFO**

After more than 7 years in the post, Julia our Parish Clerk and Responsible Financial Officer (RFO) is moving onward and upward. Whilst this is good news for Julia it is not good news for the Council! The Council is therefore looking for a replacement clerk to take over at the end of September. The Person Specification for the post is as follows:

1. Previous relevant administrative experience.
2. Competent user of Microsoft Office (365) suite of programs, especially Word and Excel.
3. After training, be able to operate the Council's accounting software and Government VAT submission programs.
4. To be CILCA qualified or prepared to achieve this qualification within 1 year of appointment.
5. As the Responsible Financial Officer, to manage all financial records of the Council and the administration of its finances including audit, budget and VAT using a commercial computer application.
6. Able to demonstrate a pro-active, flexible and problem-solving approach to tasks.
7. Good verbal and written communication skills, particularly the ability to communicate with audiences at different levels.
8. Ability to work efficiently and under minimal supervision, organising and prioritising their own workload and taking personal responsibility for meeting deadlines.
9. Proven ability to work with tact and discretion, particularly as the Clerk deals with personal data and with people from different backgrounds with different needs.
10. Demonstrable experience of working effectively with others, co-operating positively with colleagues and building productive relationships with other stakeholders.

The job is permanent, home-based and part-time (30 hours per month with limited overtime available). A laptop and printer will be provided but the incumbent will need an internet connection and the ability to retain a limited amount of paperwork. Attendance at the monthly parish council meeting is also required (on the 2nd Monday of the month, usually from 6-9pm). The salary will be based on the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. The starting salary will be approximately £13 per hour (depending on skill and experience) and which will be increased to approximately £15 per hour on satisfactory completion of the probationary period and achievement of the Certificate in Local Council Administration (CILCA), which takes approximately a year.

If you are interested in being considered for this post, please let the [Clerk](#) know. Julia can also provide further information.