

## **BARRINGTON PARISH COUNCIL**

**Applications are invited for the post of**

### **RESPONSIBLE FINANCIAL OFFICER**

**Working hours – approximately 6 hours per week**

You will be joining the Parish Council at a very interesting time. Currently there are approx. 480 properties in the village, and this is to be increased by a housing development of 220 new homes which has resulted in the receipt of significant sums of S106 monies to improve a number of the village's community facilities.

We are looking to appoint a Responsible Financial Officer reporting to the Chairman of the Finance Working Group and working with the Clerk to deal with all financial matters relating to the precept and the new funding.

You will principally work from home using the Barrington Parish Council provided laptop and have your own transport. Some evening work will be required as monthly Parish Council meetings occur at this time; attendance at other evening meetings will be infrequent and on an ad hoc, "as needed" basis.

The ideal candidate will be computer literate with good communication skills, as well as being able to plan and manage the workload in order of priority using their own initiative to meet deadlines. They will need to be proactive and motivated and able to demonstrate an ability to work constructively and accurately with a wide variety of stakeholders.

Experience of working in the public sector, and at Parish Council level is an advantage but not a pre-requisite. Experience in bookkeeping is essential and of using 'Scribe' financial software (for which training can be provided).

The salary for the R.F.O. will be in accordance with the NJC scales: points 15-21 [pro rata £23,593 - £26,975 p.a.] but will depend on experience and qualifications.

Holiday entitlement and statutory pay requirements will be met. The Council supports attendance at training courses.

The closing date for applications is 5pm on Thursday 14<sup>th</sup> July. Interviews will be held at a convenient date thereafter and the successful candidate will be expected to commence duties as soon as is possible.

A full job description is available on the Barrington Parish Council website or from the Clerk as below.

**If interested, please contact:**

Mrs Beckie Whitehouse  
35 Priams Way  
Stapleford  
CB22 5DT

[parishclerk@barringtonparishcouncil.gov.uk](mailto:parishclerk@barringtonparishcouncil.gov.uk)

01223 845328