

## **RESPONSIBLE FINANCIAL OFFICER (RFO) VACANCY**

**Maternity cover, 6 May 2024 to 4 April 2025**

**12 hours per week**

**SCP 21 to 28 (£16.02 to £19.05 per hour) according to  
experience and qualifications**

**22 days holiday + public holidays (pro rata)**

Clipstone Parish Council wants to be at the forefront of delivering the best possible outcomes for Clipstone and to be a good employer. It is seeking an enthusiastic RFO for this friendly, busy parish for the duration of a maternity leave.

The RFO will work under the direction of the Clerk but with a focus on the duties and responsibilities relating to the Council's financial affairs. This will ensure that the Council continues to operate within the legal framework for local authorities and complies with current legislation, statements of recommended practice and accounting codes of practice. The Council is also keen to maximise its opportunities to secure grants as well as funding from sources such as the Government's Levelling Up agenda. There are also internal processes in need of review.

On a day-to-day basis responsibilities will include:

- Managing the monthly payroll, payment of on-costs and associated reporting
- Ordering, receiving and reporting on invoices for goods and services for the Council and to ensure such accounts are met
- Creating and issuing invoices on behalf of the Council, to ensure payment is received and recorded
- Monitor and reconciling the Council's bank accounts and preparing records for the Council, audit purposes and VAT
- Tracking budget to actuals and preparing budget reports for the Council
- Ensuring that the Council's obligations to health & safety, risk assessment, insurance, asset management and maintenance are properly met

The role would ideally suit an experienced RFO or someone with previous local government experience. However, there is also a recognition that the Council is evolving so it is keen to hear from applicants with transferable skills from other sectors who would be receptive to working within a supportive framework of training.



Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,  
[clerk@clipstoneparishcouncil.org](mailto:clerk@clipstoneparishcouncil.org) 01623 626857

While being office based is desired, there is flexible approach to combining working from home and the office so that the needs of the Council are met whilst recognising the increasing importance of a strong work/life balance. A laptop and a mobile phone will be supplied.

Attendance at evening Council and committee meetings at Clipstone are a requirement of the role. The Council currently meets monthly on the 4th Wednesday of the month except for August and December.

Please refer to the Job Description and Person Specification for further information which can be found on the website: <https://clipstoneparishcouncil.org/recruitment> along with the application form. Please complete the application form as CVs will not be considered a valid substitute.

For an informal chat, please contact: Michelle Paxton, Clerk – 01623 626857.

Closing date: 1 March 2024

Interview date: 13 March 2023