



Horton Parish Council
has a
VACANCY
for
Clerk to the Parish Council and
Responsible Finance Officer
(RFO)

<http://www.hortonparishcouncil.gov.uk/>



Horton, a quaint and picturesque village located in the heart of the Royal County of Berkshire, England, is a hidden gem that offers a unique blend of rural charm and modern convenience. Nestled amidst the lush green countryside, this idyllic village is steeped in history and tradition, with its roots dating back to the Domesday Book of 1086. The village is situated near the River Thames and is surrounded by beautiful landscapes, making it an ideal destination for those seeking a peaceful retreat from the hustle and bustle of city life.

We seek a Parish Clerk and Responsible Financial Officer to help us to deliver the council aims and ambitions as we enter the second quarter of the 21st century. This is a pivotal role, joining a vibrant local council.

The role is for 15 hours per week and salary starts at SCP24-30 on the NALC/SLCC scale depending on qualifications and experience, plus membership of the amazing Pension Fund.

Attendance is required at our monthly meetings, held on the third Tuesday of every month, with the balance of hours worked remotely.

A laptop, printer and mobile phone can be provided. The applicant would be expected to possess computer skills (Word, Excel etc) and also to have an internet connection for which an additional allowance will be paid.

The Council complies with all modern working practices and our policies are available from our website, <http://www.hortonparishcouncil.gov.uk/> and the applicant must be able to provide proof of eligibility to work in the UK.

As RFO the successful applicant is responsible for keeping the finance records, preparing the budget and the precept calculations, balancing the accounts, requesting payments from the bank and liaising with both the internal and external auditor to ensure the accounts are approved to statutory standard.

This vacancy does not have a closing date. Early applications are advised as the position will be offered as soon as the right candidate is found. Applications can be made directly to the council.

Any enquiries can be directed to the existing Clerk at Horton Parish Council, Champney Hall, Stanwell Road, Horton SL3 9PA. Email: clerk@HortonParishCouncil.gov.uk Tel: 07957 588277.

Job Type: Part -time

Pay: SCP24-30 on the NALC/SLCC scale pro-rata, based upon 15 hours per week.

Schedule: The third Tuesday evening of every month plus ad-hoc hours to be agreed with the Chair.

Work Location: In person (for meetings) and remote for the remainder of the time.