



**Chiddingfold Parish Council** is seeking a Clerk / Responsible Financial Officer (RFO) to manage its day to day operations and support the Council

Working hours: 25 to 30 hours per week (average), including 2 to 4 hours per month attending evening meetings

Salary: FTE salary: £31,099 - £34,723

Application deadline: 15<sup>th</sup> September 2023. Interviews anticipated week beginning 25<sup>th</sup> September in Chiddingfold.

Email address: [clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)

Website: [chiddingfold-pc.gov.uk](http://chiddingfold-pc.gov.uk)

Chiddingfold is the fourth largest parish by area in Surrey and is situated in the Surrey Hills AONB between Godalming and Haslemere in the Borough of Waverley. Chiddingfold itself is a beautiful and ancient village centred around the church of St Mary's, the village green and village pond.

We have a diverse and vibrant community. There are almost 3000 residents, a primary school and dozens of rural businesses.

We host several annual events and are particularly proud of the bonfire that attracts thousands of visitors and raises money for the local community.

As Clerk / RFO, you'll be a key person in managing the Council's responsibilities across the parish. Working with councillors, you'll have opportunities to:

- promote the interests of our community, local area and environment
- develop collaborative partnerships with village organisations and forge strong local relationships
- manage the Council's finances including budgeting, financial reporting, purchasing, contract administration and coordinating audits
- sharpen and extend our engagement and communication with the local community through the Council's website and on social media

Experience and qualifications in local government (including CiLCA qualification) are desirable – we will support you studying to achieve CiLCA.

You will need to have good communication and administration skills, be well organised and able to work both independently and as part of a team.

Preferably, you will have experience working for a local authority, and can liaise confidently and professionally with other councils, agencies, consultants and service providers and, of course, residents and a range of local voluntary groups.

We need someone flexible with a motivation to support the community and help local people.

The Council has an office in the heart of the village, plus the option for remote working.

Benefits include local government pension scheme, and 25 days holiday (pro-rata), excluding bank holidays.

View the job description at [www.chiddingfold-pc.gov.uk](http://www.chiddingfold-pc.gov.uk)

**To Apply:** Email a covering letter and CV to: [clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk) by 15<sup>th</sup> September 2023.