



Brenchley and Matfield Parish Council seek a
Responsible Financial Officer (RFO)
10 hours per week

Salary tbc, dependent on experience, but will be between the current NJC Salary Scale Points (SCP) 16 -23 (£28,282 - £32,076) pro rata (pay award pending)

This is a flexible part-time role incorporating a broad range of tasks relating to the financial management of the Parish Council, working from Matfield Pavilion. Under the line-management of the Clerk, the RFO will be supervising the finance function and reporting to the Council on various financial matters. The RFO will also be required to undertake day-to-day book-keeping and other finance-related administration tasks.

Please contact the Clerk for a Job Description and for further information about the role.

clerk@brenchleyandmatfield-pc.gov.uk

01892 723586

Closing date for applications: midnight Wednesday 6th November 2024 which must be submitted electronically, using the e-mail address given above.

Interviews will be held w/c 11th November 2024, start date asap to allow for handover