



## Aldworth Parish Council

### Job Application Form

- Role:** Parish Clerk & Responsible Finance Officer (RFO)
- Hours:** 5 hours per week, meetings are additional hours and overtime can be requested for projects on a case-by-case basis. See 'time commitment' below for more information.
- Location:** Home based. Meetings take place at Aldworth Village Hall
- Remuneration:** Pro rata, NJC pay scales 7 to 17 depending on experience (currently £22,369 to £26,845).  
Entry to the Local Government Pension scheme.
- Contact:** To discuss the role further, you can contact Cllr Tim Chapman (Chairman):  
[tim@aldworth-pc.gov.uk](mailto:tim@aldworth-pc.gov.uk) Mobile: 07810 821699
- To apply:** Complete the form below and attach your current CV, showing how you meet the required skills, experience and qualifications as outlined in the Job Description. Email your completed application form and CV to Cllr Chapman at the above address.

**Name:**

**Address:**

**Home Phone Number :**

**Mobile Phone Number :**

**E-mail Address:**

### References

Please give contact details of 2 people that East Ilsley Parish Council can contact (one of whom should be a current or most recent employer) to provide you with a reference.

Reference 1	Reference 2

**Motivation**

Please state why you are applying for the Clerk and Responsible Financial Officer (RFO) position.

**Experience**

Having read the Job Description, briefly indicate any relevant skills, qualifications and experience that you would bring to the Clerk and RFO position.

**Training**

The Council can arrange further training for the successful applicant should it be required (e.g. use of a specific financial software package). Please indicate any particular training that you would request if offered the Clerk and RFO position.

**Time commitment**

The combined Clerk and RFO position is being offered as a part-time role of 5 hours per week. These hours do not include attendance at meetings, these are additional hours which you add to your monthly timesheet. Aldworth PC are flexible with when you complete your 5 hours a week. Aldworth meet in January, March, May July, September and November for Full Council Meetings. The Annual Meeting takes place in May and begins the year. Additional Planning Meetings or Staffing Committee meetings are booked on an ad-hoc basis.

**Interview availability**

Please state any dates and times when you would be unavailable for interview.

**Signed:****Date:**