



The Courtyard (Ascot Racecourse)  
High Street, Ascot, Berkshire SL5 7JF

Tel: 01344 623480

*Email:* enquiries@s-a-pc.com

*Website:* [www.sunninghillandascotparishcouncil.co.uk](http://www.sunninghillandascotparishcouncil.co.uk)

## **Sunninghill & Ascot Parish Council**

### **Vacancy**

### **Clerk and RFO**

Sunninghill & Ascot Parish Council is currently seeking a part time Clerk and Responsible Financial Officer (RFO). The working hours are 30 hours per week, including attending evening meetings. The salary will be in the range £28,000 to £31,400 (pro rata), according to qualifications and experience.

Sunninghill & Ascot is a forward thinking and energetic Parish Council, which includes the thriving communities of Ascot, South Ascot, Sunninghill and Cheapside and several popular open spaces with sports and play facilities.

As Proper Officer for the Council the Clerk manages Council business, assisting and advising the Council in all aspects of local government administration and ensuring compliance with legal and financial obligations. The Clerk is also the Council's Responsible Financial Officer (RFO) managing all aspects of the Council's finances.

Experience in local government is essential. The successful applicant will preferably be CiLCA qualified or be willing to achieve it.

The role requires motivation, enthusiasm and a community focus, together with good management, organisational and communication skills.

For the full job description and the person specification please visit

[www.sunninghillandascotparishcouncil.co.uk](http://www.sunninghillandascotparishcouncil.co.uk)

The position is to start as soon as possible. If you would like more information please contact Elizabeth Yates, Clerk, on 01344 623480 or [elizabeth.yates@s-a-pc.com](mailto:elizabeth.yates@s-a-pc.com)

The closing date for applications is mid-day on Tuesday 28 May 2019.