



# EYNESHAM PARISH COUNCIL

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## JOB VACANCY RESPONSIBLE FINANCE OFFICER (RFO)

Eynsham Parish Council is seeking an experienced and reliable person for the part-time post of RFO. This is a key financial and administrative management position working with the Clerk, 4 other employees and 15 Council members.

Eynsham is the fourth largest settlement in West Oxfordshire. It has a thriving community and faces exciting and challenging times ahead. The Bartholomew Room, Village Hall, Pavilion, 3 play areas and various green spaces are owned and maintained by the Council and its charity. The Council has various ongoing long-term projects and is proactively represented at wider Local Government levels. The RFO is responsible to the Parish Clerk for managing the Council's £313,916 budget and accounts. The role includes financial management, payroll/pensions, property hire and human resources.

The position requires an individual with strong organisational and inter-personal skills who has experience in financial/accounting management. Applicants need to be IT proficient (in particular Microsoft Office and payroll applications) and ideally be Rialtas Omega trained.

The role is 10 hours per week undertaken at the RFO's home address (with the option to work from the Council's office) and attendance at periodic evening meetings in Eynsham will be required. Office equipment is provided.

Salary range: SCP 24-28 (£31,099 – £34,723 pro rata) plus allowances and Local Government Pension Scheme. Training will be provided where necessary.

If you would like an informal conversation about the role, please contact Cllr Ross Macken ([ross.macken@eynsham-pc.gov.uk](mailto:ross.macken@eynsham-pc.gov.uk)) or contact the Clerk for further information and an application form. (Details above).

**Closing date for applications 5.00pm on 22 February 2023. Interviews will be held on 6 March 2023.**