



PARISH CLERK VACANCY

Applications are invited for the position of Parish Clerk & Responsible Financial Officer (RFO).

The Parish Clerk is responsible for the day-to-day administration of the Parish Council and plays a key role in supporting the Council, ensuring its effective operation. Duties include preparing agendas and taking minutes, implementing Council decisions, liaising with residents and external organisations, and providing professional administrative support to the Council.

As Responsible Financial Officer, you will also manage the Council's financial administration, including maintaining financial records, processing transactions, and overseeing the administration of the Council-managed allotments.

The successful candidate will have excellent literacy, numeracy, communication and organisational skills, together with good general IT skills, including experience using Microsoft Word, Excel and other standard office applications. A laptop and printer will be provided. Training and ongoing support will be available.

Salary: SCP 7–12 on the LC1 scale (£14.14-£15.31 per hour), depending on qualifications and experience.

This is a part-time position of 16 hours per month, with most work undertaken from home. Attendance at Parish Council meetings and other occasional meetings will be required.

To apply, please submit your CV and a covering letter by email to the Chair John Gibson at jgibson50@btinternet.com

Closing date for applications: Tuesday 13th October 2026.



JOB DESCRIPTION: PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO)

Job Title: Parish Clerk and Responsible Financial Officer (RFO)

Employment Status: Part-time (16 hours per month)

Salary Scale: NJC LC1 (Substantive Benchmark Range, SCP 7–12) £14.14 - £15.31 per hour

Location: Home-based (with attendance at scheduled bi-monthly evening meetings)

Overall Responsibilities

The Clerk is the Proper Officer of the Council and is responsible for the day-to-day administration of the Parish Council. Duties include preparing agendas and taking minutes, implementing Council decision, liaising with residents and external organisations and provide independent, professional advice to ensure all Council decisions are lawful and properly executed.

As the Designated Responsible Financial Officer (RFO), the post-holder is also responsible for managing a modest annual public budget (under £25,000), maintaining accurate financial records, and ensuring strict legal compliance with public accounting and audit rules. This will include overseeing the administration of the Council managed allotments.

Work Pattern & Time Management

- **Flexible Monthly Allocation:** The baseline workload is 16 hours per month, which is to be managed by the individual to meet the ongoing statutory and administrative needs of the Council.
- **Meeting Schedule:** Attendance is required at Council meetings held on the second Tuesday of each month, except August.
- **Self-Regulation:** The post-holder must balance their hours to accommodate peak periods (such as meeting preparation, elections, year-end accounts, and budget setting) against quieter weeks.

Key Duties and Responsibilities

1. Council Governance & Administration

- Act as the Proper Officer, ensuring the Council operates within local government law, its own Standing Orders, and Financial Regulations.
- Prepare, publish, and distribute statutory agendas and public notices for the monthly full Council meetings and the Annual Parish Meeting.

- Attend the scheduled evening meetings (second Tuesday of the month, excluding August), record accurate minutes, and maintain the official Council minute book.
- Handle routine incoming and outgoing correspondence and act as the primary point of contact for electors, principal authorities, and contractors.
- Maintain the Council's administrative records and historical archives securely.

2. Financial Management & Accountability (RFO Duties)

- Manage the Council's banking arrangements, monitor income, and process all authorised payments.
- Maintain clear and accurate bookkeeping records, presenting regular budget monitoring updates and bank reconciliations to the Council.
- Prepare the draft annual budget and calculate the annual Precept requirement for Council approval.
- Produce the year-end accounts and complete the Annual Governance and Accountability Return (AGAR), ensuring the Council meets the criteria for an exemption from a full external audit if eligible.
- Liaise with the appointed Internal Auditor and handle statutory public inspection periods.
- Manage basic payroll requirements and submit annual VAT reclamation claims to HMRC.

3. Planning & Community Engagement

- Receive planning applications from the principal planning authority, log them, and ensure Council comments are compiled and returned within statutory deadlines.
- Maintain and update the Council's public website and noticeboards to ensure compliance with the Transparency Code for Smaller Authorities.