

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

Position: Parish Clerk and Responsible Financial Officer (RFO)

Location: Flexible, with work from home and attendance at council meetings and office-based tasks as required.

Hours: Part-time, flexible (6–12 meetings per year). Expected to be 25 hours per month.

Salary: £30,559–£33,366 (pro-rata), £15.84-£17.29 per hour.

Are you a highly organised and motivated individual with a passion for local community service?

Burlescombe Parish Council is seeking an enthusiastic and dedicated Parish Clerk and Responsible Financial Officer (RFO) to join our team. This vital role is at the heart of our parish, supporting the council's decision-making and ensuring compliance with legal and financial requirements.

Burlescombe is a rural parish with approximately 980 households. There are 7 Parish Councillors who meet monthly alternating meetings between the villages of Westleigh and Burlescombe.

About the Role

As the Clerk and RFO, you will act as the primary advisor to the council, overseeing its financial health, legal compliance, and day-to-day administration. You will organise and service up to 12 council meetings per year, prepare agendas and minutes, manage budgets, and liaise with residents and external stakeholders.

This is a flexible, part-time role offering the opportunity to make a real impact on the local community.

Key Responsibilities

- Organising and attending parish meetings, including preparing agendas and recording minutes.
- Managing the council's financial records, including budgeting, bank reconciliations, and VAT returns.
- Ensuring compliance with statutory regulations and preparing the council for audits.
- Acting as the primary point of contact for residents and external organisations.
- Maintaining the council's asset register and addressing risk assessments.

About You

The successful candidate will:

- Have excellent administrative and organisational skills.
- Be financially literate, with experience in bookkeeping or budget management.
- Be confident in using IT systems, including MS Office, Excel and website management tools.
- Have strong communication skills and the ability to work independently.
- Experience in local government or a similar setting is desirable but not essential, as training, including support for CiLCA certification, will be provided.

Why Join Us?

Competitive salary within the LC2 range.

Flexible working hours to support a positive work-life balance.

Opportunities for professional development, including training and certification.

A chance to contribute meaningfully to the local community.

How to Apply

Please submit your CV and a cover letter detailing your suitability for the role to clerk. For an informal discussion or further information, please contact [contact name] at [phone number].

A full job description and Person Specification are available from the Acting Clerk on request.

Closing Date: [Insert date]

Interview Date: [Insert date]

Burlescombe Parish Council is committed to equality and diversity and welcomes applications from all sectors of the community.