

ADVERT

Parish Clerk & Responsible Financial Officer (RFO)

South Littleton Parish Council

South Littleton Parish Council is seeking an organised, proactive and community-minded individual to become our next Parish Clerk and Responsible Financial Officer (RFO).

This is an exciting opportunity to play a key role in local democracy and community life, supporting an active Parish Council that serves approximately 1,900 residents and is committed to maintaining and improving village life.

About the Role

The Parish Clerk is the Council's Proper Officer and principal adviser and is responsible for supporting the Council in conducting its business lawfully, efficiently and transparently.

As Responsible Financial Officer (RFO), you will also be responsible for the proper administration of the Council's finances.

Working closely with councillors, residents and partner organisations, you will:

- Prepare agendas, reports and minutes for Council meetings.
- Provide professional advice and administrative support to the Council (including administration of information on the Council website & social media pages).
- Manage Council correspondence, records and statutory responsibilities.
- Maintain financial records and provide financial information and reports to support Council decision-making.
- Administer planning consultations and support councillors in considering planning applications and submitting responses.
- Maintain and develop the Parish Council website and communications.
- Support community initiatives and resident engagement activities.
- Build positive relationships with local organisations, community groups and partner agencies.
- Administer Council assets and resources, including the Vehicle Activated Sign (VAS) system, storage facilities and asset register.
- Support the Council in identifying opportunities to enhance services and strengthen community engagement.
- Either hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards achieving the qualification following appointment.

Hours and Location

- Home-based position.
- 50 hours per calendar month (approximately 12 hours per week).
- Flexible working arrangements.

- Attendance required at monthly evening Parish Council meetings (except August) and occasional additional meetings, training events and community activities.

Salary and Benefits

Salary:

LC2 SCP 24–28 (£35,412–£39,152 FTE), pro rata for 50 hours per month, dependent upon qualifications and experience.

Benefits include:

- Local Government Pension Scheme.
- Annual leave entitlement in accordance with NJC terms and conditions (currently 23 days plus public holidays, pro rata, increasing with length of service).
- Mileage and approved expenses reimbursement.
- Training and professional development support.
- Flexible home-working arrangements.

Further Information

For further information, please download our Recruitment Pack on our website (insert link), in which is a link to an application form.

If you'd like an informal discussion about the role, please contact:

Shannon Cawood

Chair, South Littleton Parish Council

shannon@southlittleton.org.uk

Closing Date

Applications must be submitted using the Council's application form before **17 July 2026**

South Littleton Parish Council is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.