



# EDITH WESTON PARISH COUNCIL

## **Clerk and Responsible Finance Officer Vacancy**

Applications are invited for the position of Clerk and Responsible Finance Officer (RFO) to Edith Weston Parish Council on a permanent basis.

This is a part-time position for 6 hours per week (variable) including attendance at monthly Parish Council meetings, normally held on the last Monday of each month, would be expected. The Parish Clerk would be based at home.

The salary is £12.65 - £14.35 per hour depending on qualifications/experience, plus expenses generally in accordance with NALC rates and conditions.

The Clerk provides administrative and clerical support to the council and, as the Responsible Financial Officer, will be required to manage the council finances. Duties will include:

- Managing the monthly meetings of the Council including preparing the Agenda, taking the minutes, monitoring actions and decisions. There may also be some attendance of meetings for sub-committees;
- Ensuring planning applications are considered, and submitting responses to the District Council;
- Managing the Parish Council's finances, preparation of monthly accounts and reconciliation, payment of invoices, banking, end of year accounts, submission of accounts for external audit, VAT reclaim, preparing for budget review and precept;
- Dealing with a variety of correspondence and public notices;
- Managing the Parish Council's website and social media - adding on news items and events.

Candidates must possess a high standard of oral and written communication skills, be proficient in Microsoft Office software (particularly Word, Excel and Outlook), have knowledge of Scribe financial software, be capable of working independently without supervision and have the ability to deal with a range of issues. Experience in a similar role or knowledge of local council would be an advantage but not essential. Completion or working towards Certificate in Local Council Administration (CiLCA) is desirable.

Please see the website [www.edithwestonparishcouncil.gov.uk](http://www.edithwestonparishcouncil.gov.uk) for job description/person specification and an application form. Completed application forms should be returned by email to [clerk@edithwestonparishcouncil.gov.uk](mailto:clerk@edithwestonparishcouncil.gov.uk) by 7<sup>th</sup> November 2025.



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