

Littlebury Parish Council
Vacancy for a Parish Clerk and Responsible Financial Officer (RFO)

Littlebury Parish Council is seeking a part-time Parish Clerk/Responsible Financial Officer to provide professional support to the Parish Councillors.

This role averages 7 hours per week (home-based) and offers a salary based on experience, following the National Association of Local Councils' pay scale (LC2: SCP 18-23), paid monthly.

Key responsibilities include preparing agendas, attending and taking minutes for eleven Parish Council meetings and a concurrent Parish Meeting each year, managing the Council's correspondence, and liaising with other organisations and local authorities. The successful candidate will also monitor the Parish Council risk register and ensure compliance with statutory duties. Additionally, they will oversee the day-to-day financial transactions, provide regular financial reports and prepare for annual audits using accounting software.

Applicants must have good organisational and communication skills, be IT literate and proficient users of Excel and Word, and able to work independently. Candidates should ideally have, or be willing to obtain, the Certificate in Local Council Administration (CiLCA).

For a full job description or to apply, please email the Parish Council Vice-Chair, Philip Marns philip.marns@littlebury.org.uk / 07770846242

Closing date 30th May, 2025