

Parish Clerk / Responsible Financial Officer Job Vacancy

Charlton Parish Council is seeking a Parish Clerk / Responsible Financial Officer

The role is part-time – 8 hours per week - with a salary in the range spinal point SCP 26-30 (£15.21 – £19.87 per hour depending on experience) plus local government pension scheme. We are looking for an enthusiastic individual; with integrity, diplomacy when dealing with people, and strong organisational skills.

Working from home, you will be responsible for all aspects of finance and administration of the Parish Council, providing advice and implementing decisions.

Ideally you will be a qualified clerk or prepared to study for and attain the Certificate in Local Council Administration (CiLCA) qualification and able to demonstrate good knowledge of local government procedures, finance and law, with the ability to work independently and effectively with good IT skills.

Closing date for applications: 18th Sep 2026

Interviews: October

Please apply with a CV and covering letter

Applications should be returned to: Clerk E Attwood

Email: clerk@charlton-pc.gov.uk

Parish Clerk / Responsible Financial Officer (RFO): Job Description

Overall Responsibilities

The Parish Clerk / RFO to the Council is the Proper Officer and employee of the Council and as such is under a statutory duty to carry out all the functions of a local authority's Proper Officer, and in particular to serve or issue all the notices required by law of the Proper Officer of the Parish Council.

The Parish Clerk / RFO is responsible for ensuring that the lawful instructions of the Council in connection with its functions as a Local Authority are carried out. The Parish Clerk / RFO is expected to advise the Council on and assist in the formation of policies to be followed in respect of the Authority's activities.

The Parish Clerk is the Parish Council's Responsible Finance Officer (RFO) and is responsible for all the financial records of the Parish Council and for the careful administration of its finances.

The Parish Clerk / RFO is responsible for producing all the information required for making effective decisions and for implementing all decisions of the Parish Council.

The person appointed is accountable to the Parish Council for the effective management of all its resources and will report to the Parish Council on them as and when required.

The Parish Clerk / RFO is the responsible officer in respect of the Health and Safety at Work Act 1974, in regard to his/her own safety and that of members of the public.

The Parish Clerk / RFO reports to the Parish Council, day to day management and reporting is to the Chair of the Parish Council.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions, governing or affecting the running of the Parish Council, are observed.
2. To monitor and balance the Parish Council's accounts and prepare records for audit purposes, and VAT. To include the annual budget and draft financial statements and monthly or quarterly management accounts and cash flow forecasts. To operate the Parish Council's banking and investment deposit facilities.
3. To ensure that the Parish Council's obligations to insure are properly met.
4. To prepare, in consultation with appropriate Parish Councillors as necessary, agendas for meetings of the Parish Council and its committees; to attend such meetings and prepare minutes for approval. To ensure notices of meetings, agendas, minutes and documents are published on the Parish Council notice boards and the Parish Council website.
5. To receive correspondence and documents on behalf of the Parish Council and to deal with the correspondence or documents or bring such items to the attention of the Parish Council, and to issue correspondence, as a result of the instructions of, or the known policy of the Parish Council.

6. To receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met. To issue invoices on behalf of the Parish Council for goods and services to ensure payment is received.
7. To study reports and other data on activities of the Parish Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in relevant fields.
8. To draw up both on his/her own initiative and as a result of suggestions by Parish Councillors proposals for consideration by the Parish Council and to advise on the practicability and the likely effects of specific courses of action.
9. To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as a representative of the Parish Council as required.
11. To issue notices and prepare agendas and minutes for the Annual Parish Meeting.
12. To attend all meetings of the Parish Council and all meetings of its committees unless delegated to another individual.
13. To open and close up the meeting venue and prepare the room before the start of each meeting.
14. To attend training courses on the work and role of the Parish Clerk / RFO as required by the Parish Council. To be responsible for the Parish Clerk's own continuing professional development.
15. To attend meetings such as the Test Valley Association of Parish and Town Councils (TVAPTC) and other relevant meetings as appropriate.
16. To be responsible as an officer and employee under the Health & Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work.
17. To observe the requirements of the Data Protection Act 1999, General Data Protection Regulations 2018 and Freedom of Information Act 2000 and to deal with all requests arising under these statutes for disclosure of personal data and/or information.
18. To keep the Parish Council website updated.
19. To report to the Parish Council on planning applications, to advise and to draft and submit representations as directed by the Parish Council.
20. Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.

Parish Clerk / Responsible Financial Officer: Person Specification

Qualifications/ Experience/Skills

Experience in local government administration	Desirable
Recognised Qualifications in these skill areas	Desirable
A thorough understanding of current IT systems for the running of a modern office and experience in working with social media and websites.	Essential
Experience of finance; preparing financial statements, bookkeeping, preparing cash flows and budgets.	Essential
Excellent communication skills, both written and oral and a friendly, helpful and professional telephone manner.	Essential
Ability to research and give accurate and clear advice on practice and procedure in local government.	Essential

Personal Attributes

Self-motivated, able to work under own initiative. Trustworthy and reliable with a good sense of humour.	Essential
Have an interest in wider local government	Essential
Able to work flexibly and to attend one evening meeting a month and any additional meeting(s) as and when required.	Essential
Driving licence and own transport	Desirable