**Tysoe Parish Council**

**Vacancy**

**Parish Clerk & Responsible Financial Officer**

Part-time (12 hours/week). Permanent role.

**Tysoe Parish Council is looking to appoint a Parish Clerk and Responsible Finance Officer to be accountable for the administration and financial management of the Council. The Council is seeking a candidate with good organisational, secretarial and administrative skills and with good numerical and financial acumen. Applicants should live within 15 miles of the village, have an understanding of rural issues, and a desire to provide high quality services to the community.**

Key Areas -

**Meetings, Policies & Procedures** - Manage the monthly evening meetings of the Council including preparing the agenda, taking the minutes, advising Councillors on procedural/legal matters and progressing actions. This will include attendance at and administration of the Council’s Committees and administer and update appropriate Council policies.

**Planning** **Applications** - Ensure planning applications are circulated to Councillors, and after consideration by the Council, submit responses to the Local Authorities in accordance with timescales and policies.

**Finances** – Be responsible for the Council’s finances; preparation of monthly reports to Councillors, quarterly financial statements, payment of invoices, banking, end of year accounts including the AGAR, submission of accounts for internal and external audit, VAT reclaim, preparing for budget review and precept determination. Scribe is used for financial accounting and training will be provided. Previous experience in accounts is a requirement of the role.

**Administration/Communication** - Deal with correspondence, draft public notices and undertake all necessary administration of the Council. Administer, regularly up-date and review the Council’s website.

Candidates must have experience of admin/secretarial work, and possess a high standard of oral and written communication skills, be proficient in Microsoft Office (particularly Word and Excel). They should be capable of working independently without supervision and have the ability to deal with a range of issues. Good interpersonal skills are key as the Clerk is in regular contact with parishioners, suppliers and other agencies. Experience in a similar role, knowledge of Local Government or CiLCA qualification would be an advantage. Experience of website maintenance preferable; training will be provided. A laptop is provided for the role.

Salary: NJC “Green Book” SCP 7 to 11 depending upon experience, CiLCA qualification and transferable skills. The role is home-based with a £25 per month Working from Home allowance. The Clerk is required to be responsive to emails and calls on a regular basis so hours must be spread across the week. In addition to statutory holidays the post is entitled to 21 days leave annually.

Please contact the Clerk/RFO for more details and a full job description and person specification [**parish.clerk@tysoe.org.uk**](mailto:parish.clerk@tysoe.org.uk)

Cllrs David Roache or Amanda Venables would be pleased to have an initial discussion with interested candidates and this can be arranged through the Clerk.

Application is by CV and written statement of no more than 2 sides of A4, setting out how you meet the person specification for the role. Please send your application to [**parish.clerk@tysoe.org.uk**](mailto:parish.clerk@tysoe.org.uk)

Application deadline: 15th August 2025