

Rowington Parish Council
Parish Clerk & Responsible Financial Officer
Vacancy

Part-time (15 hours a week)

Rowington Parish Council is looking to appoint a Parish Clerk & Responsible Financial Officer to be responsible for the administration and financial management of the Council. The Council is ideally seeking a candidate with CiLCA qualification or working towards this qualification. Previous local government experience would be an advantage but good organisational, secretarial and administrative skills together with good numerical and financial acumen is necessary.

Applicants should 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 meetings and administration and updates of appropriate Council policies.

Planning Applications - Ensure planning applications are circulated to Councillors for consideration and submission of responses to the Local Authority in accordance with timescales and policies.

Finances – Be responsible for the Council's finances; preparation of monthly reports to Councillors, 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. Previous experience in accounts is a requirement of the role.

Administration/Communication - Deal with correspondence and undertake all necessary administration of the Council. Administer and regularly update and review the Council's website.

Candidates must have experience of admin/secretarial tasks, 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 of website maintenance preferable; training will be provided. A laptop is provided for the role. Salary: SCP 15 – 18 depending upon experience, CiLCA qualification and transferable skills. The role is home-based with a Working from Home allowance – daily hours to be agreed. In addition to statutory holidays the post is entitled to 21 days leave annually.

Please contact the Clerk & RFO at clerk@rowingtonpc.org.uk for more details and a full job description and person specification.

Deadline for applications – Friday 5 September 2025 at 5pm