

VACANCY

Kinwarton Parish Council

Parish Clerk and Responsible Financial Officer

Kinwarton Parish Council is looking to appoint an enthusiastic and motivated Clerk and Responsible Financial Officer to build on our recent work and achievements and drive forward further improvement. This is an interesting and varied position, supporting an active, community-focused parish council.

This part-time position will be for 40 hours per calendar month, working mainly from home, apart from monthly council meetings, usually on the first Monday of each month; plus, the annual parish meeting and Finance Committee meetings. These are all generally held in the evening. As part of the role, you would also be expected to be able to meet contractors on site to discuss projects and quotations.

As Clerk you will provide administrative and clerical support: preparing the Agenda and writing the Minutes; providing advice to councillors to ensure legal compliance; and executing the Council's decisions. You will need to update Council policies, deal with correspondence and ensure that planning applications are viewed and discussed by councillors, and actioned by yourself by the deadlines provided. You will also be responsible for updating the Council's website and social media.

As the Responsible Financial Officer, you will be responsible for: preparation of the monthly reports to Councillors; payment of invoices; banking; working alongside the accountant to ensure end of year accounts are accurate, and to complete the AGAR; submission of accounts for internal and external audit; VAT claim; preparing for budget review and precept request.

We're looking for a proactive self-starter who can demonstrate a calm, highly organised approach to work, and show attention to detail. You should have excellent oral and written communication skills, and we'd expect you to be adept at working in Word and Excel. Local government experience would be an advantage but is not essential – training and personal development is actively encouraged.

Salary will be at the appropriate point on the scale LC1 SPC13–16 – between £15.06 and £15.82/hour (£29,064-£30,518 FTE) depending on experience.

Please contact the clerk at [**clerk@kinwartonparishcouncil.gov.uk**](mailto:clerk@kinwartonparishcouncil.gov.uk) for a full job description.

Applications may be made by email to the above address. Please submit a **letter of application and CV** by **10th November 2025 at 5pm**.