

Rowington Parish Council

VACANCY: Parish Clerk & Responsible Financial Officer (RFO) OR, separate appointments for Clerk and RFO

Part-time – 15 hours per week OR, 11 hours for Clerk, 4 hours for Responsible Financial Officer if two people are engaged.

(Including evening meetings)

Salary: NJC Local Council Pay Scale **LC10–LC17**, pro-rata
(Dependent on experience and qualifications)

Rowington Parish Council is seeking to appoint a **Parish Clerk and Responsible Financial Officer (RFO)** to support the effective governance, administration, and financial management of the Council.

This is a key statutory role at the heart of local democracy, offering an opportunity to work closely with Councillors, residents, and partner organisations to support and enhance the parish community.

About the Role[s]

The Parish Clerk is the Council's **chief executive officer**, acting as the Council's **Proper Officer** and **Responsible Financial Officer**. The postholder is responsible for ensuring that the Council operates lawfully, efficiently, and transparently, and that public funds are properly managed in accordance with legislation and best practice.

The role involves providing impartial professional advice to Councillors, managing the Council's administration and finances, and supporting effective communication between the Council and the community.

Key Responsibilities [Apportioned if two people are engaged]

- Acting as Proper Officer to the Council and ensuring compliance with all relevant legislation and best-practice guidance.
- Preparing agendas, minutes, and reports, and attending and clerking Council meetings and any committees.
- Managing the Council's financial affairs, including budgeting, precept, accounts, payroll arrangements, VAT, audit, and financial reporting.
- Maintaining accurate records, policies, contracts, and statutory documentation, including the Annual Governance and Accountability Return (AGAR).
- Advising Councillors on governance, procedure, planning matters, and policy.
- Managing Council correspondence, website content, and digital records.
- Supporting Council projects and overseeing Council land, property, and assets where required.
- Acting as the main point of contact for residents and external organisations.

- Supporting the transition from spreadsheet-based accounts to **appropriate local council accounting software**.

Professional Development

The successful candidate will be expected to:

- Hold, or be willing to work towards, the **Certificate in Local Council Administration (CiLCA)**.
- Maintain up-to-date knowledge of local council law and practice.
- Attend relevant training and professional briefings, in line with **SLCC guidance**.

Training and professional development will be supported by the Council.

About You

The Council is seeking someone who is:

- Highly organised, reliable, and methodical.
- An effective communicator with strong written and interpersonal skills.
- Confident in handling financial and administrative responsibilities.
- Able to work independently and exercise sound judgement.
- Professional, impartial, and committed to supporting the democratic process.

Previous experience in parish or local government administration is desirable but not essential.

How to Apply

Please submit a **CV** and a **covering letter** outlining your suitability for the role to:

clerk@rowingtonpc.org.uk

Closing date: 31st January 2026

Additional Information

- The role includes attendance at evening meetings.
- The Parish Clerk also acts as the Council's Responsible Financial Officer, a statutory role.
- Rowington Parish Council is an equal opportunities employer.