



Vacancy

Parish Clerk and Responsible Financial Officer

Austrey Parish Council is looking to recruit a new Parish Clerk & Responsible Financial Officer. Austrey is set in the rural countryside of North Warwickshire. The team of 7 parish councillors represent around 600 households. This position of 7 hours per week combines working from home and attending evening meetings, usually held on the 2nd Wednesday of the month.

As our clerk, you will provide administrative and clerical support. This includes preparing the agenda and writing 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 planning applications are viewed, discussed and actioned within the deadlines provided. You will also be responsible for updating the Council's website and social media, and for preparing a periodic newsletter. As the Responsible Financial Officer, you will be responsible for preparing quarterly reports for Councillors, payment of invoices, banking, and compiling end of year accounts. As part of the role, you will also complete the AGAR, submit the accounts for internal and external audit, prepare the budget review and request the annual precept.

We are looking for someone who is highly organised and shows attention to detail.

You should have excellent written communication skills and some accounting experience. We would expect you to be adept at working in Word and Excel and be familiar with website editing. Local government experience and CiLCA qualification are an advantage but not essential. Training and personal development is provided.

The salary is dependent upon experience but will likely be in accordance with the current National Joint Salary Scale LC1, salary points 13-17. Remuneration and hours to be formally assessed in the first year, following a successful 6-month probation period.

**Please email parishclerk@austrey.co.uk
for a recruitment pack and an application form.**

Closing date for applications: 12pm on Friday 29th May 2026

Austrey Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.