

## **Wilmcote Parish Council**

Vacancy: Clerk and Responsible Financial Officer (RFO)

Part-time – 12 hours per week

Salary: To be confirmed – in line with NJC (National Joint Council)

scales and dependent on experience. Salary range: £14.59 - £17.18 per hour

Wilmcote is a vibrant and proactive village community of just under 1,000 residents, located two miles north of Stratford-upon-Avon. Due to retirement, we are seeking an organised, motivated, and community-minded individual to take on the role of Parish Clerk and Responsible Financial Officer.

This is a key leadership and governance position within the Parish Council - ideal for someone who is committed to supporting local democracy, ensuring legal compliance, managing public resources responsibly, and helping our community thrive.

### **About the Role**

The Clerk/Responsible Financial Officer is the Council's senior administrative and financial officer. As the Council's Proper Officer and Responsible Financial Officer (RFO), you will ensure that all statutory, legal, and regulatory responsibilities are met. You will support councillors, provide professional advice, and manage the Council's operations, finances and assets.

The role involves some evening work for council meetings and may include occasional training or external engagement events.

### **Key Responsibilities**

#### **1. Governance, Legal & Procedural Duties**

- Act as the Council's Proper Officer, ensuring all statutory functions, notifications, and requirements are fulfilled in accordance with relevant legislation.
- Ensure the Council complies with local government law, Standing Orders, Financial Regulations, the Data Protection Act 2018 and GDPR.
- Prepare agendas and minutes in line with legal requirements and ensure lawful and effective decision-making.
- Provide professional advice to the Council and Chair on legal issues, policy matters, procedures, planning, local government legislation, and best practice.
- Arrange, attend, and clerk meetings of the Council, Committees, Sub-Committees and Working Groups.

- Manage statutory consultations, notices, elections, and the publication of documents such as the Annual Report.

## **2. Financial Management (Responsible Financial Officer Duties)**

As the Council's RFO, you will:

- Oversee and implement all financial procedures, systems, controls, and reporting in accordance with statutory requirements and proper practices.
- Prepare the annual budget, financial forecasts, and the Precept request.
- Monitor expenditure and income, providing regular financial statements to Council.
- Ensure compliance with internal and external audit requirements.
- Manage payroll, pensions, PAYE, VAT returns, financial risk assessments, asset registers, and insurance obligations.
- Issue invoices, receipts, and ensure timely payment of accounts.
- Ensure security of financial, IT systems and appropriate internal controls.
- Advise the Council on financial strategy, reserves, investments, grant funding and opportunities to maximise income.

## **3. Administrative, Managerial & Operational Duties**

- Manage the Council's staff, including recruitment, appraisals, performance monitoring, and HR procedures. (There are currently no other paid employees, so this does not apply at the moment).
- Oversee Council services, buildings, land, and assets either directly or through contractors and partnerships.
- Maintain effective correspondence, records, project documentation, and policy documents.
- Lead or support Council projects, liaising with external partners, contractors, and community groups.
- Maintain and update the Council's website and support community communications.

## **4. Community, Engagement & Partnership Working**

- Act as the Council's representative at meetings with other authorities, agencies, and community groups.
- Promote positive public relations, including preparation of press releases and community updates.
- Support councillors with information, research, and policy development.

- Engage with residents, responding to enquiries professionally and courteously.

## **5. Professional Development**

- Attend training, seminars, and briefings relevant to the role.
- Obtain or hold the Certificate in Local Council Administration (CiLCA) or be willing to work toward it.
- Maintain professional knowledge, ideally through membership of the Society of Local Council Clerks (SLCC).

## **Person Specification**

We are looking for someone who is:

- Highly organised, accurate, and reliable.
- An excellent communicator with strong interpersonal skills.
- Confident in financial management and administrative procedures.
- Able to work independently and take initiative.
- Comfortable advising on legal and procedural matters (training provided where needed).
- Experienced in local government, finance, administration, or management (desirable but not essential – training will be provided).

## **How to Apply**

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

Janine Lee, Chairwoman – email: [cllrlee@wilmcoteparish.gov.uk](mailto:cllrlee@wilmcoteparish.gov.uk) and cc: [cllrhession@wilmcoteparish.gov.uk](mailto:cllrhession@wilmcoteparish.gov.uk), [cllrshilvock@wilmcoteparish.gov.uk](mailto:cllrshilvock@wilmcoteparish.gov.uk) and [cllrseher@wilmcoteparish.gov.uk](mailto:cllrseher@wilmcoteparish.gov.uk)

Deadline: 3<sup>rd</sup> July 2026