

Parish Clerk & Responsible Financial Officer (RFO)

Alderley Edge Parish Council

Alderley Edge Parish Council is seeking to appoint a proactive and experienced Parish Clerk and Responsible Financial Officer (RFO) to lead the administration, governance, operational delivery and financial management of the Council.

Alderley Edge is a high-profile and well-regarded village with an active community, a busy events calendar and a strong focus on maintaining and improving local services and facilities. The Parish Council plays a central role within the village, working closely with residents, local businesses and key partners.

This is a hands-on leadership role, suited to an existing Clerk seeking additional hours or an Assistant Clerk ready to step up into a full Clerk/RFO position.

The Role

As Clerk and Proper Officer, you will be responsible for ensuring the Council operates effectively, lawfully and in line with best practice.

As Responsible Financial Officer, you will take full responsibility for the Council's financial management, ensuring strong financial control, transparency and compliance.

This is not a purely administrative role. You will be expected to take ownership of the Council's day-to-day operations, drive standards and ensure that decisions are followed through and delivered.

A key part of the role is the operational oversight of Council services and facilities, including the management of the Festival Hall, which has multiple tenants, including a GP surgery. This will involve regular liaison with tenants and the Council's appointed facilities management company to ensure the building operates effectively and to a high standard.

Key Responsibilities

Operational Management

- Oversee the day-to-day running of Council services and facilities
- Manage Council assets, contracts and service delivery
- Act as the main point of contact for residents, businesses and stakeholders
- Work with external partners, including Cheshire East Council and service providers

- Liaise with Festival Hall tenants and the appointed facilities management company
- Support the delivery of local projects, events and initiatives

Staff Management

- Line manage a small team of staff (currently three), including the Festival Hall Manager
- Provide clear leadership, direction and support
- Oversee recruitment, performance management and staff development
- Ensure appropriate HR processes and standards are maintained

About You

You will have experience working within a parish or town council environment, either as a Clerk or Assistant Clerk, and be confident managing governance, operations and financial processes.

You will be organised, reliable and able to work independently, with a proactive approach and the confidence to take ownership of the role. Strong communication skills are essential, along with the ability to manage staff and work effectively with councillors, residents and external stakeholders.

A CiLCA qualification is desirable, or a willingness to work towards it.

Salary and Hours

- Salary: SCP 28 – 31 (£31,952 – £41,771- pro rata for part time)
- Hours: 25 hours per week, worked Monday to Friday (including evening meetings)
- Flexible working arrangements available

How to Apply

Please submit your CV and a covering letter outlining your suitability for the role to:
clerk@alderleyedge-pc.gov.uk

Closing date: 14th May 2026 (We reserve the right to extend or withdraw the advertisement at any time)