



Vacancy: Parish Clerk and Responsible Financial Officer (RFO)

Huntington Parish Council is pleased to invite applications for the position of **Parish Clerk and Responsible Financial Officer (RFO)**.

This is a key role within the Council, responsible for organising and steering progress across the Council's administrative and financial functions, while supporting effective and transparent local governance.

Role Details

- **Hours:** 20 hours per week
- **Location:** Hybrid working (home-based, with attendance to meeting at venues in the Huntington area, e.g. Village Hall, Church)
- **Working Pattern:** One fixed working day per week (to be agreed). The remaining days require a flexible approach, including attendance at approximately two evening meetings per month and occasional weekend working. Flexibility is essential.
- **Salary:** In accordance with NALC pay scales (pro rata), dependent on experience and qualifications

About the Role

The Parish Clerk acts as the Proper Officer to the Council and is responsible for ensuring the Council operates efficiently, lawfully, and in the best interests of the community. The role also includes statutory duties as Responsible Financial Officer, managing the Council's finances and ensuring compliance with financial regulations.

Key Responsibilities

- Administer Council meetings, including preparation of agendas and accurate minutes
- Provide professional advice to councillors on governance, legal, and procedural matters
- Implement Council decisions and support delivery of projects and initiatives
- Manage all financial activities, including budgeting, accounts, and audit processes
- Maintain Council records and ensure compliance with statutory obligations
- Act as a key point of contact for residents, partners, and stakeholders
- Updates to the Council's website, social media; posts and responses

Person Requirements

The Council is seeking a candidate who is:

- Experienced Parish Council Clerk, preferred
- Highly organised, Proficient IT/MS user, Strong organisational skills, proactive 'can do' attitude
- Able to work well independently and as part of the Parish Council team
- An effective communicator with strong interpersonal skills
- Experienced in administration and financial management
- Community-focused and able to build positive working relationships

Qualifications

- CiLCA qualification desirable, or willingness to work towards achieving it within two years

Further Information and Application

For an informal chat, please contact Cllr Anthony Wilcox on 07860 654942 or email

clerk@huntingtonparishcouncil.gov.uk

To apply, please send your CV and supporting statement detailing why you wish to be a Clerk to Huntington Parish Council, to: clerk@huntingtonparishcouncil.gov.uk

Parish Council Website: www.huntingtonparishcouncil.gov.uk

Closing Date 24th August 2026

Interview Date To be confirmed