

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO)

Part-Time – 4 hours per week

Salary: based on experience. In accordance with NALC Pay Scales (pro rata)

Twemlow Parish Council is seeking an enthusiastic, organized, and motivated individual to act as the Proper Officer and Responsible Financial Officer for the Council.

The Role - The Clerk is the sole employee of the Parish Council and manages the day-to-day administration of the council's business.

The role is predominantly home-based but requires attendance at evening parish council meetings usually held once every other month on a Tuesday evening

Key Responsibilities - Preparing agendas, attending council meetings, and producing accurate minutes. Managing the council's financial records, accounts, budgets, and precept calculations as the RFO. Handling correspondence, acting as the point of contact for residents and outside agencies, and ensuring legal compliance.

Implementing council decisions and maintaining up-to-date policies, standing orders, and financial regulations.

The Person - Strong administrative, communication, and IT skills (including Word, Excel, and email). An aptitude for careful financial management. Previous experience in local government or holding the Certificate in Local Council Administration (CiLCA) is an advantage, but training and support can be provided for the right candidate with a strong administrative background.

To apply please send your CV with a covering letter to

clerk@twemlowparishcouncil.gov.uk

Closing Date for applications – Friday 28th August 2026