

# VACANCY

## Parish Clerk and Responsible Financial Officer

### Rushton Parish Council

- Pay scale between SCP15 & SCP22 dependent on experience. (between £15.08 & £16.93 per hour)
- Average of 3 hours per week (worked flexibly from home) – average time spent each week to be reviewed after the first quarter.
- Permanent contract subject to three-month probationary period
- Closing date for applications: Friday 19<sup>th</sup> December 2025.

Are you passionate about supporting your local community and making a real difference?

Rushton Parish Council is seeking to appoint a Clerk/RFO who will be responsible for preparing agendas and minutes for monthly Parish Council meetings (currently 7.30pm on the first Thursday of each month), for managing the finances, administration of the Parish Council, handling correspondence, the website and providing advice to Councillors. As the Responsible Financial Officer, you will be required to manage the online banking, arrange the payment of accounts, monitor the council's accounts, and prepare records for audit purposes, PAYE and VAT.

Applicants should have strong organisational, communication and IT skills. A laptop will be provided.

An interest in local community matters is essential and, whilst experience of local authority administration would be preferred along with a CiLCA qualification, training and support will be provided.

Further information on our parish and parish council, can be found at:

<https://www.rushtonspencer.org/rushton-parish-council/parish-council-2>

To apply, please send a letter of application, summarising your strengths and experience in relation to this role, together with a current CV and details of two referees to:

[info@rushtonspencerparishcouncil.co.uk](mailto:info@rushtonspencerparishcouncil.co.uk)

Interviews to be held in the evening week commencing 5<sup>th</sup> January. Please state in your covering letter any dates you cannot make that week.