Vacancy for Parish Clerk and Responsible Financial Officer

The village of Froyle is located in East Hampshire with an active community of c. 600 residents. The Parish Council is committed to encouraging active involvement in village life, improving residents' wellbeing, and delivering services which meet local needs. For more information visit the Parish Council's website: www.froyleparishcouncil.org.uk.

The position:

Froyle Parish Council is seeking to recruit for the combined role of Parish Clerk and Responsible Financial Officer (RFO). Our ideal candidate is enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills. The role involves working with Councillors, external organisations, stakeholders and the community.

As the appointed officer for the Parish Council, the Clerk/RFO will provide support, arrange meetings, maintain records, and undertake all other administrative tasks including the custody of Council documents and records. In addition, you will have responsibility for administering and reporting on the Council's financial affairs. The postholder provides independent, objective and professional advice and support to the Council to ensure that it conducts its business properly and in accordance with current legislation.

The role:

The successful candidate will be employed by the Parish Council on a permanent contract working on a part-time basis equivalent to 16 hours per week on average. The Clerk/RFO is a home-based role with attendance in person at the monthly Parish Council meetings, usually on the second Monday evening of the month. The incumbent will also be expected to attend additional meetings on occasions. A full driving licence and access to a vehicle is therefore required.

If you would like to be considered for the Parish Clerk role, but have no finance/RFO experience, please contact us for more information.

Remuneration:

Salary will be pro rata based on the National Association of Local Councils pay scales LC2 SCP24-28 dependent on experience. We offer 25 days holiday per annum (pro rata), enrolment into the Local Government Pension Scheme and a working from home allowance.

Duties will include:

- Acting as the Council's Proper Officer and principal advisor;
- Overall administration of the Parish Council's business, including preparing meeting paperwork, and taking minutes;

- Be the first point of contact for all Council correspondence;
- Updating policies and procedures in line with current legislation;
- Keeping up to date financial records and preparing regular financial updates for the Parish Council. This will include but not be limited to budget preparation, procurement, invoicing, banking, VAT returns, payroll, and preparation for audit;
- Ensuring that the Council is compliant with its statutory requirements, and advise on governance, legislation, procedure and risk management;
- Managing the Council's communications, including updating the Council's website.

Essential Skills & Knowledge

- **Administrative & Clerical Excellence**: Strong organisational skills with the ability to prepare agendas, take accurate formal minutes, manage council records, and track action points independently;
- **Financial Competence**: Experience in budget preparation, monitoring expenditure, managing bank reconciliations, handling payroll/VAT returns, and preparing accounts for internal and external audit;
- **IT Literacy**: Proficient in Microsoft Office (Word, Excel, Outlook), email management, basic website editing (or willingness to learn, to meet governance and transparency requirements);
- **Communication & Interpersonal Skills**: Excellent verbal and written communication skills to interact professionally with residents, councillors, contractors, and local authorities (e.g., East Hampshire District Council / Hampshire County Council);
- **Self-Motivation & Time Management**: Ability to work effectively from home, manage own workload, meet statutory deadlines, and maintain strict confidentiality.

Desirable Experience & Qualifications

- **Local Government Experience**: Previous experience as a Parish Clerk, Deputy Clerk, or within local government/voluntary sector management;
- **Relevant Qualifications**: Holding the Certificate in Local Council Administration (CiLCA) or a willingness to work towards it with Council support;
- **Knowledge of Local Government Law**: Understanding of Parish Council governance, Standing Orders, Financial Regulations, and the Code of Conduct;
- **Community Engagement and Communication**: Experience working with community groups, managing local amenities/facilities, or overseeing small contractor projects; experience of engagement with communities via e-mail and social media.

Personal Attributes & Working Conditions

- Enthusiastic, approachable, and community-minded with a diplomatic approach to handling public enquiries or sensitive issues;
- Flexibility to work non-standard hours, including mandatory attendance at monthly evening meetings (second Monday of the month) and occasional ad hoc meetings/events;

- Access to a suitable home-working environment and reliable internet connection;
- Full driving licence and access to a vehicle.

How to find out more details:

For more information and a copy of a full job description and person specification please contact clerk@froyleparishcouncil.org.uk

Closing date:

Friday 30th November 2026

How to apply:

Please send a CV and covering letter to clerk@froyleparishcouncil.org.uk