

BURSTALL PARISH COUNCIL

VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Hours: part-time 4 hours a week

Paid holiday entitlement, pro rata

Pay: in line with the National Joint Council Salary Pay Scales and according to experience and qualifications

The Parish Council is looking for an enthusiastic, self-motivated, reliable and friendly person to take on the role of parish clerk and responsible financial officer (RFO). Ideally, you will have effective administrative, communication, IT and organisational skills, be adaptable, flexible and able to work to deadlines. The job is mainly home-based but you will be required to attend bi-monthly, evening meetings.

You don't need to have previous experience as a parish clerk or responsible financial officer, but you must be willing to attend training courses in all aspects of local government administration, paid for by the Parish Council. Ideally, you will have already attained the Certificate in Local Council Administration (CiLCA).

The successful applicant will be responsible for the administration of the Parish Council, including preparing agendas and minutes, advising and guiding the Council on legal powers, implementing Council decisions, the day-to-day administration of the Parish Council, including responding to emails and correspondence and ensuring the website is up to date. The role of the RFO includes preparing monthly budget and finance reports, monitoring of the monthly budget and advising the Council accordingly, online banking, maintaining PAYE records, working with the internal and external auditors, preparing year end accounts and working with the Parish Council Finance Working Group to prepare the annual budget.

Both roles will require a knowledge and ability to use Microsoft Word and Excel.

To apply, please contact the Parish Clerk, Sue Frankis, by email: clerk@burstall-pc.gov.uk. We'll then provide you with a copy of the Job Description and invite you to submit a brief letter of application.

CLOSING DATE FOR APPLICATIONS: 31st July 2026.