



Parish Clerk and Responsible Financial Officer (RFO) Vacancy

Skeeby Parish Council

Skeeby Parish Council is seeking to appoint a proactive, enthusiastic, and highly organised individual to the position of Parish Clerk & RFO.

The Clerk is the Proper Officer of the Council - this is a key role supporting the work of the Council and serving the local community.

We welcome applicants from all backgrounds & are committed to equal opportunities.

The post requires working flexibly from home for approximately 5 hours per week. (Parish Council laptop & scanner supplied).

Salary dependent on experience & in accordance with NJC Scale LC1 SCP 5-17 pro rata.

Key Responsibilities:

- Organising & attending council meetings (bi-monthly on the last Thursday of the month), and preparing agendas, minutes & reports
- Ensuring that decisions taken at meetings are actioned in a timely manner
- Advising the Council on legal, procedural & governance matters
- Managing the Council's finances, including preparing accounts & audit documentation
- Preparation of the annual budget & advising on the Parish Precept
- Managing the Council's website & records
- Supporting Councillors & liaising with residents, contractors, & external bodies

Person Specification:

- Excellent organisational, administrative & communication skills
- Proficient in IT, including Microsoft Office, Excel & online systems
- Ability to work independently & collaboratively with Councillors, and to manage the workload effectively
- Financial management skills & attention to detail
- Willingness to undertake training as required (e.g. CiLCA if not already held – A Certificate in Local Governance) – Parish Council funded
- Previous experience in a similar role is desirable but not essential
- Knowledge of local government procedures & legislation would be an advantage

If you are interested in this post, or for any further information, please email: clerk@skeeby-pc.gov.uk with a CV and brief covering letter.

Closing date for applications is Friday 18th July 2025

Our website provides more details about the Council : www.skeeby-pc.gov.uk