



Itchingfield Parish Council

Parish Clerk/Responsible Financial Officer - Job Description

- Post Title:** Parish Clerk and Responsible Financial Officer (RFO).
- Hours:** Part-time 20 hours per week, flexible to include meetings.
- Salary:** Local Government NALC pay scale: SCP 5-17: £25,583 to £31,022 pro rata according to qualifications and experience. Pension is paid in accordance with current legislation and holiday pay in accordance with NALC guidelines.
- Accountable to:** Itchingfield Parish Council as a corporate body.
- Location:** Working from home and attendance at meetings in Barns Green Village Hall, Muntham Drive, Barns Green, West Sussex RH13 0PT.

About the Role

We are seeking an organised, proactive and community-minded individual to serve as Parish Clerk – the Proper Officer of the Council. This is a pivotal role, ensuring the smooth running of parish business, supporting councillors and acting as the first point of contact for residents. The Clerk also holds the position of Responsible Financial Officer (RFO).

Key Responsibilities

- Prepare agendas, take minutes for full Parish Council Meetings and Annual General Meetings and manage correspondence.
- To be the point of contact for the Parish Council and manage its day-to-day business.
- Advise the Parish Council on legal, procedural and governance matters.
- Ensure that the Standing Orders, Financial Regulations and Risk Assessment are reviewed at least annually.
- Maintain accurate financial records and prepare budgets. This includes meeting the Parish Council's obligations for internal and external audit and preparation of the Annual Governance and Accountability Return (AGAR) for year end and VAT.
- Liaise with residents, contractors and partner organisations. To receive and report on invoices for goods and services paid for by the Parish Council in accordance with the Financial Regulations and to ensure such accounts are met.
- Ensure compliance with statutory requirements and Parish Council policies.
- Manage the Parish Council's IT system and website.
- Manage Parish Councillor vacancies including co-option and elections. Hold Acceptance of Office forms and a copy of every Parish Councillor's Register of Members' Interests.
- To undertake all necessary activities in connection with the management of Payroll administration.

Skills & Experience

- Excellent administrative and organizational skills.
- Sound written and verbal communication skills online, on the telephone and face to face.
- Competence in Microsoft Office and basic accounting software.
- Ability to work independently and manage deadlines.
- Knowledge of local government procedures (desirable; training available).

Why join us

- Flexible working hours.
- Opportunity to make a real difference in the local community.
- Supportive and friendly council environment.

How to apply

Please send your CV and a covering letter outlining your suitability for the role to clerk@itchingfieldparishcouncil.gov.uk by 9th March 2026.