



BERSTED PARISH COUNCIL CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO)

Permanent Role – 35 hours per week, salary rates £23.60-£28.06 p.hr (FTE £45,529-£54,143)

Pro-Rata 35 hours= £43,065.88-£51,213.86.

Office based with some flexibility to work from home.

Who we are

Bersted Parish is a large Parish within the Arun District formed of North Bersted and Shripney. The electoral role for the Parish is over 10,000 and the precept for 2026/27 is £167,450.

The Parish Council owns Bersted Jubilee Hall, the recreation grounds it is set in and The Spinney (located just off North Bersted Street).

The Council currently has 14 Councillors and headed by the Clerk/RFO who is also responsible for managing our employees and contractors, along with Bersted Jubilee Hall and any other grounds or buildings owned or managed by Bersted Parish Council. We run a very successful annual free playscheme for local children and a monthly Tea & Coffee Club for residents. It is also expected that Bersted Parish Council will take on the running of allotments in the future.

The Council holds public meetings most Tuesday evenings. The Clerk/RFO is responsible for the following monthly meetings:

- Full Council
- Finance & General Purposes Committee
- Personnel Committee
- Planning Committee
- Infrastructure Committee (Quarterly)

Currently, the Community Clerk oversees the Community Action Committee meetings and Community events, occasionally the Clerk/RFO may need to attend the Community Action meeting.

Why we're recruiting and what are we looking for?

The current Clerk/RFO is retiring at the end of February 2027, the Council wishes to recruit to the post by 4/1/27 to enable a handover period.

We are looking for someone who either already holds the CiLCA (Certificate in Local Council Administration) qualification, or is willing to achieve it once in post, and ideally has relevant experience for the role of Parish Clerk/RFO.

In addition, a good knowledge of local government organisation and procedures would be beneficial. You must have a good working knowledge of Microsoft products, demonstrate excellent organisational, administrative and communication skills, as well as being able to plan and manage workloads to meet deadlines. Previous meeting experience, including issuing an agenda and minute taking, is also desirable.

In respect of the RFO element of the role you must have experience or knowledge of accounting, preferably with income and expenditure accounts.

What does the role entail?

- Serving as the Proper Officer of the Council.
- Ensuring all key policy and procedure documents are relevant and up to date.
- Preparing agendas and minutes for Full Council and other meetings.

- Implementing Council decisions and resolutions.
- Acting as the Responsible Finance Officer to deal with the financial activities of the Council.
- Handling correspondence and overseeing the Council's website.
- Managing Employees and Contractors.
- Working closely with the Chair and all Councillors to plan and execute the Council's aims and objectives within the statutory and regulatory requirements that govern the Council.
- Helping to maintain a relationship between the Council and the residents.

What can we offer you:

35 hours per week based at the Parish Office in Bersted Jubilee Hall (with flexibility to work at home on occasions).

A salary on the Local Government Pay scale within the LC3 scale range: Permanent Role – 35 hours per week, salary rates £23.60-£28.06 p.hr. (FTE £45,529-£54,143) Pro-rata 35 hours p.wk £43,065.88-£51,213.86, dependent upon qualifications and experience.

Access to the Local Government Pension Scheme.

23 days annual leave (pro rata) plus Bank Holidays and 2 statutory days. An increase of 3 days will be applied following 5 years continued service.

If you think you're the person we are looking for, see our website www.bersted-pc.gov.uk

Or send an email to clerk@bersted-pc.gov.uk to obtain further details together with an application form for completion as CVs and covering letters alone will not be accepted.

Closing date for applications is Monday 05/10/2026.