

Aylburton Parish Council

Job Vacancy: Parish Clerk and Responsible Financial Officer

Job title	Parish Clerk and Responsible Financial Officer
Employer	Aylburton Parish Council
Reports to	The Parish Council, through the Chair
Hours	8 per week, including monthly evening meetings <i>Meetings are currently held on the first Tuesday of each month; please note the meeting schedule will change to the second Tuesday of each month from January 2027. Meetings last approx. 2 hours.</i>
Salary	NJC scales 7-12 (grade 7 is currently £27274 - £29542 per annum, pro rata)
Location	Home-based with attendance required at council meetings in Aylburton
Contract	Permanent
To Apply	Please send a CV & supporting statement/covering letter to clerk@aylburton-pc.gov.uk
Closing date	2 November 2026

Aylburton Parish Council is seeking an organised, reliable and community-minded Parish Clerk and Responsible Financial Officer. This varied, home-based role offers flexible working alongside attendance at monthly evening Council meetings in Aylburton. It is an opportunity to support effective local governance, manage the Council's finances and provide a responsive service to the community. Ideally this role would suit an existing clerk looking to increase their hours or someone with previous parish clerk experience. While local government experience is an advantage, we are looking for someone with a willingness to learn, good administrative and organisational skills along with basic financial knowledge and skill.

Role purpose

The Parish Clerk is the Council's Proper Officer, principal officer and adviser. The postholder supports the Council's lawful and effective operation by preparing statutory notices and meetings, maintaining records, implementing decisions and liaising with councillors, residents and other organisations.

As Responsible Financial Officer, the postholder manages day-to-day finances, budgets, accounts and the annual audit.

Key responsibilities

Governance and council administration

- Ensure statutory requirements affecting the Council are met, including issuing required notices and documents.
- Prepare and publish agendas and meeting papers with the Chair.
- Attend meetings, take minutes and record decisions.

- Implement decisions and report progress.
- Maintain policies, registers, correspondence and records.
- Advise councillors on their roles and on legal, procedural and policy matters, seeking further advice when needed.
- Monitor Council policies and suggest updates where appropriate.

Financial management

- Maintain financial records and bank reconciliations.
- Prepare the annual budget, precept proposal and budget reports.
- Manage invoices, payments, income, and VAT records.
- Prepare annual accounts and audit documents.
- Maintain the asset register and ensure insurance cover remains appropriate.
- Follow financial regulations and support effective use of Council resources.

Community and communications

- Respond to residents or refer enquiries appropriately.
- Maintain the Council's website and noticeboard.
- Liaise with councils, community groups, contractors and suppliers.
- Support approved projects, consultations and events.
- Maintain records for Council assets, services and contractors.

General responsibilities

- Act impartially, maintain confidentiality and provide a helpful service.
- Support compliance with data protection, freedom of information and governance requirements.
- Ensure appropriate risk assessments and health and safety arrangements are in place for Council activities and facilities.
- Prepare reports and proposals when requested and advise on practical implications.
- Complete relevant training and keep up to date with parish council guidance.

Person specification

Criteria	Essential	Desirable
Qualifications and training	• Willing to train in parish council administration, finance and regulation.	• Relevant qualification in council administration, bookkeeping, finance or business administration.
Knowledge and IT	• Basic financial administration and record-keeping. • Confident using email, Word, Excel and online systems.	• Knowledge of parish council procedures and finance. • Website or digital communications experience.
Skills	• Strong administrative and organisational skills. • Clear, accurate communication.	• Clear, concise report writing. • Experience dealing with residents, councillors, contractors or partners.

	• Able to prioritise, meet deadlines and work independently. • Attention to detail.	
Experience	• Organising meetings, preparing papers and taking minutes. • Managing correspondence and records. • Preparing accounts and processing payments, income and VAT.	• Administration in local government, the public sector or a community organisation. • Budgeting, monitoring or bank reconciliation. • Working with contractors or suppliers.
Personal qualities	• Professional, impartial and discreet. • Respectful, approachable and service-focused. • Reliable and willing to learn.	• Understanding of a small parish community.

Working arrangements

- Attendance at monthly evening Council meetings in Aylburton is required.
- Hours may be worked flexibly from home.
- Local travel may be required.
- Reasonable expenses will be reimbursed under Council policy.

General

This description outlines the main duties. The Council may make reasonable changes after consulting the postholder.