

CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO)

Part time – **13 hours per week** - Permanent Position - Immediate start available

Studham Parish Council is seeking an experienced, motivated and proactive Clerk and Responsible Financial Officer RFO to support the Council in delivering its services to the local community.

This is primarily a home-based role with hours worked flexibly. The successful applicant will be required to attend the Council's monthly meetings, held on the second Monday of each month.

Studham is a rural parish located within the Chiltern Hills National Landscape, an area recognised for its outstanding natural beauty, biodiversity and distinctive character. The parish has a strong sense of community and an active Parish Council committed to enhancing local services, supporting community initiatives, and protecting the parish environment and heritage.

This is an excellent opportunity for an experienced Clerk/RFO to play a central role in supporting the Council's work, by ensuring effective governance, sound financial management and compliance with statutory duties, while helping the Council achieve its objectives for the benefit of the community.

Duties include but not limited to.

- Acting as the Council's Proper Officer and principal adviser.
- Providing procedural and administrative support.
- Preparing agendas, reports, and minutes.
- Financial - budgeting, payments, bank reconciliations, preparation of annual governance accountability returns, statements and financial reports.
- Managing the Council's communications, including website maintenance, social media, publishing of statutory notices and Council documents, and acting as the first point of contact for enquiries.
- Ensuring compliance with statutory requirements, governance procedures and council policies.
- Supporting Council Members with projects and Parish matters.

Person Specification - the Council is seeking an enthusiastic and professional individual who can demonstrate:

- Previous experience as a Parish Council Clerk and RFO.
- Sound knowledge of local government legislation, governance, procedures and financial management.

- The ability to work independently, prioritise competing demands, and manage a varied workload.
- Excellent organisational, administrative and communication skills, with the ability to build positive relationships with councillors, residents and external organisations.
- Good IT skills, including proficiency in Microsoft Office, (Word and Excel and Outlook), email and the use of websites.
- CiLCA qualified (preferred), or studying for it.

Remuneration includes:

A competitive salary in accordance with the National Association of Local Councils pay scale. Role grade **LC2, SCP 22-28** depending on qualifications and experience and successful probationary period.

Nest Pension Scheme

Home working allowance

To apply, please email your CV together with a short covering letter outlining your suitability for the role and including your contact details to:
clerk@studhamparishcouncil.gov.uk

For further information call the clerk 07387 789897

Interviews: August 2026