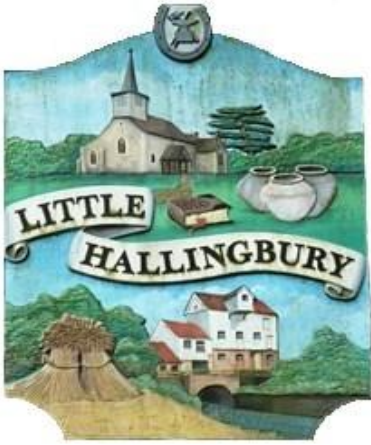




Little Hallingbury Parish Council

Vacancy: Clerk & Responsible Financial Officer (RFO)

Salary: NJC Scale up to SCP 24 (£18.96 per hour) depending on experience and qualifications.

Hours: Part time - 56 hours per month

Location: Work from home and attendance at Little Hallingbury Village Hall CM22 7RD, for ten evening meetings per annum (Tues) and other meetings, as necessary.

Deadline for Applications: 30 November 2026

Little Hallingbury Parish Council is seeking an enthusiastic, organised and community focused individual to become its next Clerk and Responsible Financial Officer (RFO). This part-time role is an excellent opportunity for someone with strong administrative, financial, and organisational skills who enjoys working independently while supporting a proactive Parish Council and serving the local community.

About the Role.

The Clerk is the Council's Proper Officer, responsible for day-to-day administration, governance and ensuring lawful operation. As RFO, you will manage the Council's finances, records, and reporting.

Key Duties

- Prepare agendas and minutes, issue statutory notices, and attend Council meetings.
- Manage correspondence and liaise with the Chair
- Update website, and village magazine
- Assist with policy formation and review
- Handle planning applications and deadlines
- Advise council on statutory duties and regulatory requirements
- Liaise with EALC, ECC Highways, District & County Council
- Manage financial records and Scribe accounting
- Assist with budgets, prepare reports, and audit documentation
- Oversee payroll, invoices, VAT, and banking

The ideal candidate will have:

- Excellent organisational and administrative skills.
- Strong written and verbal communication skills.
- Good financial management skills and attention to detail.
- Confidence using Microsoft Office and online systems e.g. Scribe Accounting
- The ability to work independently and manage competing priorities.
- Integrity, professionalism, and discretion.
- Previous experience in local government including a Certificate in Local Council Administration (CiLCA) qualification is desirable but not essential.

The Council welcomes applications from both experienced Clerks and those looking to

begin a career in local government. Training and professional development will be supported, including obtaining the Certificate in Local Council Administration (CiLCA) where appropriate. A full handover will be arranged.

What We Offer

- Flexible and predominantly home-based working.
- Paid annual leave in accordance with the National Joint Council (NJC) terms and conditions.
- Pension.
- Ongoing professional training and development.
- A supportive Council committed to serving its community.

How to Apply: please send

- A current CV including references
- A covering letter explaining why you are interested in the role and how your skills and experience meet the requirements.

Applications should be sent to: Val McKirdy, Acting Proper Officer - Little Hallingbury Parish Council

Email address: clerk@littlehallingbury-pc.gov.uk