

FALFIELD PARISH COUNCIL

VACANCY

CLERK & RESPONSIBLE FINANCIAL OFFICER

Falfield Parish Council seeks to appoint a new Clerk & Responsible Financial Officer (RFO). This post is part-time, working from home for 12 hours per week (which will be reviewed in April 2026) and involves attending monthly evening meetings (excluding August & December) on the third Monday of the month. The post is paid per the National Salary Scale and will be between £13.69 (SP7) & £15.82 (SP16) per hour, depending on qualifications and experience.

The successful candidate must be computer literate and be required to produce formal agenda & minutes for meetings, handle incoming & outgoing correspondence, advise the Council and carry out tasks as determined by the Council. There are ten main meeting days per year plus several extra ones. In addition, as RFO the Clerk will be responsible for all the financial administration, including banking, maintaining the Council's accounts including presenting these for the annual audit and preparing the Council's annual budget.

For further information or a job description please contact:

Emma Jarvis Chair to Falfield Parish Council,
Email: emma.jarvis@falfield-pc.gov.uk

The closing date to submit a CV has been extended to 30th November 2025