



## **ABBEY HILL PARISH COUNCIL CLERK & RFO**

**Hours: Part Time ( 12-14 hours per week )**

**Salary: SCP 24-28 ( £35,412 to £39,152 pro-rata ) depending on experience**

**The Parish comprises Two Mile Ash, Wymbush and Kiln Farm**

We are seeking to appoint an innovative, forward thinking and pro-active Parish Clerk & Responsible Finance Officer ( RFO ) that will lead the Council in its key aspirations and targets. We are a relatively small Parish with 5 councillors, rising to 7 in April 2027 with a precept just above £100,000.

Applicants must have demonstrable experience, a track record of achievement and a strong commitment to public service. They should be highly motivated, community-focused and possess good communication, IT ( Microsoft Word & Excel ) and organizational skills. We do not have a cemetery to manage and although we have allotments, we do not manage them. This makes the job much simpler. Applicants ideally should reside locally or within a short commuting distance of the parish and be willing to engage in the community.

As the Proper Officer of the Council, the Clerk is under a statutory duty to timely carry out the general functions of the Council, including advising Councillors, preparation of meeting papers, preparation of minutes, delivery of projects, posting notices in Council notice-boards and attendance at events.

A sound knowledge of local government law and procedures is desirable. The Certificate in Local Council Administration (CILCA) is preferred, or a willingness to attain this qualification within a reasonable timeframe from the start of employment. The RFO has ultimate responsibility for all financial record keeping, reporting to Councillors, monitoring spending against budgets, preparation of reports, VAT, on-line banking and the administration of the Council's finances.

Working hours are flexible and home based. Attendance at monthly council meetings held in the evenings ( 7:30 – 9:30 pm ) is required. We require the clerk to check for incoming emails at least 3 times, Mon-Fri, on separate days, for urgent & important messages.

If you would like to discuss the role further, you can email:  
[clerk@abbeyhillparishcouncil.gov.uk](mailto:clerk@abbeyhillparishcouncil.gov.uk)

Send your CV to: [clerk@abbeyhillparishcouncil.gov.uk](mailto:clerk@abbeyhillparishcouncil.gov.uk)

Application Closing Date: Friday 13<sup>th</sup> March 2026