



Colsterworth & District Parish Council

VACANCY - PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)

Colsterworth and District Parish Council is recruiting for a Part-Time Parish Clerk and Responsible Financial Officer (RFO). The role is homebased except for monthly council meetings for 16hrs per week to be reviewed after 3 months. The Parish Clerk/RFO will also act as Community Manager to assist, organise and manage various events.

The role is home-based except for evening council meetings the first Tuesday of each month with no meetings in January and August and two Finance and Administration Committee meetings per year.

Applicants should have strong IT and organisational skills, be proficient in Microsoft Office, and ideally have experience in accounting to audit level. Prior experience in a similar role is beneficial but not essential.

The main tasks will include:

- To prepare agendas and minute meetings.
- To arrange, publicise and attend Parish Council Meetings, including the Annual Parish Open Meeting.
- To manage the Parish Council finances, payroll and VAT, prepare accounts for internal and external audit and produce an annual budget.
- Reports to the Finance and Administration Committee.
- Line management of two community cleaners.
- Administer the Parish Council Cemetery.
- To update and maintain the Parish Website and the Parish noticeboards.
- To liaise with District & County Councillors, the Community Cleaners, other organisations, official bodies and the public as required.
- Ensure planning applications are circulated to Councillors for consideration and submission of responses to the Local Authority in accordance with timescales and policies.
- To keep Councillors informed of any relevant correspondence received between meetings.
- To keep up to date with changes in relevant regulations and legislation and advise the Parish Councillors of such changes.
- To review all Parish Council policies, including Standing Orders and Financial Regulations as required.
- To manage Risk Assessment.
- To carry out any other duties as and when required.

This post is subject to a 6-month probationary period. Salary is dependent on experience but will be at least SCP12 (currently £14.36 / hour). The number of hours per week will be reviewed after 3 months.

The outgoing Clerk will provide a staged one to one training for a minimum of 4 weeks after which this will be reviewed.

Annual leave 20 working days annual leave in addition the normal Bank and public Holidays increasing to 25 days annual leave after 5 yrs service.

As an employer, Colsterworth and District Parish Council must automatically enrol eligible jobholders into a qualifying pension scheme if their annual earnings are over £10,000 per annum and must provide information to the Pensions Regulator about how they are meeting their obligations.

We are an equal opportunities employer and will consider reasonable accommodations as required.

Please submit an application form, [Click Here for the application form](#), to the Clerk of the Parish Council. Email address clerk@colsterworthanddistpc.co.uk

Closing date for the application is 29th September 2025 with interviews to be arranged very soon thereafter. Please click here for further information on Colsterworth and District Parish Council.