

Exciting Opportunity – Parish Clerk & Responsible Financial Officer (RFO)

Sevenhampton Parish Council is seeking an enthusiastic, organised and community-focused individual to join the Council as its **Parish Clerk & Responsible Financial Officer (RFO)**.

Located in the heart of the beautiful Cotswolds, Sevenhampton Parish comprises the picturesque villages of **Sevenhampton and Brockhampton**. The Parish Council is committed to supporting its residents, maintaining local services and preserving the unique rural character of the parish.

This is a rewarding opportunity to play a key role in the day-to-day administration and governance of the Council while helping to shape the future of the local community.

Salary

- **5 hours per week** (with bi-monthly meetings)
- **NJC SCP 18–23** (depending on qualifications and experience)
- Annual leave and terms and conditions in accordance with the **National Joint Council (NJC)** agreement.

Flexible working arrangements are available. The successful applicant will be expected to attend council meetings in person wherever possible. However, where travel or exceptional circumstances make this impractical, the Council is willing to consider remote attendance for meetings by prior agreement.

About the Role

As the Council's Proper Officer and Responsible Financial Officer, you will:

- Manage the day-to-day administration of the Council.
- Prepare agendas, reports and minutes for Council meetings.
- Provide professional advice to councillors on governance, legislation and best practice.
- Manage the Council's finances, including budgeting, accounting, VAT, payroll and the annual audit process.
- Ensure the Council complies with all statutory and legal requirements.
- Maintain the Council's website and statutory publications.
- Support projects and initiatives that enhance the local community.

About You

The successful applicant will:

- Be highly organised with excellent administrative skills.
- Be confident communicating with councillors, residents and external organisations.
- Have good financial and IT skills.
- Be able to work independently and manage their own workload.
- Be committed to delivering a professional and efficient service.
- Be willing to undertake training and **work towards the Certificate in Local Council Administration (CiLCA)** qualification, with support from the Council where appropriate.

Previous experience as a Parish Clerk is desirable but not essential. Applications are welcomed from candidates with relevant administration, finance or local government experience who are keen to develop a career in local council administration.

How to Apply

Please send your **CV** together with a **covering letter** explaining why you are interested in the role and how your skills and experience meet the requirements of the position to:

Kay Linnington

Locum Clerk & RFO

Email: sevenhamptonpc@gmail.com

Applications and informal enquiries are welcomed.

Closing Date: Friday 21 August 2026 at 5.00 pm