

JOB ADVERT

Clerk and Responsible Finance Officer Neatishead Parish Council

Neatishead Parish Council is seeking a motivated and community-focused individual to take on the role of **Parish Clerk and Responsible Finance Officer (RFO)**.

Neatishead Parish Council is a proactive and forward-looking council, committed to serving its community and enhancing local services and opportunities. This is a varied and responsible position at the heart of the local community. The successful applicant will support the Council in delivering its statutory duties, ensuring effective governance, and managing its financial operations.

Key responsibilities include:

- Administering Council meetings (agendas, minutes, and advice)
- Managing the Council's finances and accounts
- Acting as a key contact for residents and organisations
- Maintaining the Council's website and records
- Overseeing day-to-day administration, including allotments

The Clerk is the Council's **Proper Officer**, responsible for ensuring that business is conducted lawfully and in line with best practice.

About you:

- Well organised and able to work independently
- Strong communication and IT skills
- Able to meet deadlines and manage a varied workload

Experience in local government is desirable but not essential. Training and support will be provided, including the opportunity to gain the **CiLCA qualification**.

Details:

- Part-time: 6 hours per week
- Flexible/home working
- Evening meetings (third Thursday of each month, no meetings in August or December)
- Salary: From NJC Scale Point 18-23, depending on experience

Application process:

Please send a CV and covering letter of up to 500 words as to your suitability to the role to clerk@neatisheadpc@norfolkparishes.gov.uk

Closing date: 5 June 2026

Start date: To be agreed after Council approval

This advertisement is subject to approval by Neatishead Parish Council. The Council reserves the right to withdraw or amend the advertisement and recruitment process as necessary.