

Clopton Parish Council vacancy for a new Parish Clerk and Responsible Financial Officer (RFO).

Job Summary:

Applications are invited for the position of Clerk and Responsible Finance Officer to Clopton Parish Council. This is a permanent, part-time position working from home with attendance at two-monthly meetings.

The Clerk provides administrative support to the council, supports the Chair in the running of meetings and advises the council on policy and legislation to enable effective decisions to be made.

We are seeking someone who is committed to improving the community. You will need to have energy and enthusiasm, along with a continued willingness to learn.

Good communication, language and numerical skills are essential, competency in Microsoft Word and an understanding of Excel. A CiLCA qualification, previous experience working in local government, and living in or close to Westerfield would be advantageous but are not essential.

Key Responsibilities:

- Preparing agendas, attending meetings, taking minutes, advising Councillors on procedural and legal matters, and progressing actions, as well as keeping policies and procedures under constant review;
- Handling all incoming and outgoing correspondence and acting as the first point of contact for residents;
- Managing the Council's finances; settlement of invoices, collection of income, VAT reclaim, budgeting, bank reconciliations, financial monitoring and reporting, preparation for internal audit and completion of year end procedures;
- Coordinating and submitting responses to planning applications;
- Managing and updating the Parish Council's website and notice board.
- Liaising with stakeholders such as district and county councillors.

An understanding of Local Government would be preferred but training will be provided if necessary. A willingness to train and an ability to work independently are also essential. The role would suit someone who is interested in working for the local community and would like a new challenge.

Ideally, candidates should hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards achieving this qualification at the Parish Council's expense.

Pay:

The current salary point 5; £12.85/hour, wef 1st April 2024 (pay award pending), plus £12.50/month homeworking allowance. Other reasonable expenses allowable subject to approval.

Hours:

5 hours per week to include attendance at meetings which take place on the third Wednesday every other month (Currently May, July, September, November, January, and March).

Meetings start at 7.30pm in the Village Hall. There will be occasional additional meetings, such as the Annual Parish Meeting when required. (These hours are subject to negotiation if additional training is required.)

To Apply:

Please send a CV and covering letter outlining your experience and qualifications to the Chairman, Ian Tiley-Nunn at ian@larkvalestud.co.uk

If you would like to chat about the role, please contact our current Clerk David Gooch at cloptonpc@gmail.com or Mobile: 07917 023961 to arrange a time.

Further information about Clopton Parish Council is available on the parish website at <https://clopton.onesuffolk.net/clopton-parish-council/>

D J Gooch, May 2025