

# KIRTON PARISH COUNCIL



## Clerk and Responsible Financial Officer (RFO)

Help shape our future. Kirton Parish Council, Nottinghamshire, is seeking a motivated, high-performing individual to take on the exciting dual role of Clerk and RFO. This is your opportunity to become a central figure in a vibrant and active community, where your skills can truly make an impact.

We're looking for someone who is:

- Highly organised and a confident communicator
- Preferably experienced in administration
- Comfortable with formal committee processes
- Eager to grow and develop professionally
- Passionate about community and public service

Duties would normally fall under the following:

- Council Support – Prepare agendas, record minutes
- Financial Management – Oversee budgets, precepts, and financial records
- Community Engagement – Point of contact for residents and stakeholders
- Compliance & Governance – Ensure statutory duties and best practices
- Project Coordination – Support council initiatives and local development

The Council will offer a flexible working arrangement.

Email [kirtonparishcouncil@gmail.com](mailto:kirtonparishcouncil@gmail.com) with your contact details and request a call back from the Chair or any councillor for an informal chat. The Job Description can be found on the [hugofox.com](http://hugofox.com) website (see footer details).

🕒 Applications close at 5:00 p.m. on 28 September 2025.