



**Parish Council**

## Job Vacancy

**Post Title:** Parish Clerk and Responsible Financial Officer (RFO)

**Hours:** 10 hours per week (to be worked flexibly)

**Salary:** NALC 2023-25 scale points 23-25 (£33,366 - £35,235 per annum pro rata).

**Location:** Working from home, Newington Village Hall and Newington Pavillion

**Required qualification:** Certificate in Local Council Administration (CiLCA)

**Contract:** Ongoing

### **Job purpose**

The Clerk of the Parish Council will be solely responsible for the administration of the Council's business in order to support the work of the Parish Council. The range of responsibilities of the Clerk and RFO to fulfil the needs and best interests of the Parish Council are set out as follows:

- Act as a Proper Officer and Responsible Financial Officer for Newington Parish Council
- Fulfil the role of the Council and Committee Secretary
- Purchase goods and services on behalf of the council
- Liaise with other authorities and bodies
- Manage the day-to-day business of the council
- Manage the Council's IT systems and website
- Actively manage the Council's land and property assets to optimise revenue and value to the community

Full job description, person specification and application form are available here

<https://www.newington-pc.gov.uk/community/newington-parish-council-15445/staff-vacancy/>

To apply, please complete the application form and email to Cllr Ruth Brown at [cllrbrown.npc@gmail.com](mailto:cllrbrown.npc@gmail.com)

**Closing Date:** 25<sup>th</sup> February 2026 9pm

**Interview Date:** 3<sup>rd</sup> or 10<sup>th</sup> March 2026 after 6pm

For an informal discussion contact Cllr Ruth Brown at [cllrbrown.npc@gmail.com](mailto:cllrbrown.npc@gmail.com)