

Wilbarston Parish Council

Vacancy: Clerk and Responsible Financial Officer (RFO)

Part-time – 391.5 hours per year, which is based on 7.5 hours per week with adjustments according to workload.

Salary: To be confirmed – in line with NJC (National Joint Council) scales and dependent on experience. Salary range: £14.59 - £17.18 per hour.

Wilbarston is a vibrant, diverse and proactive village community of approx. 750 residents, and is located in Northamptonshire between Corby and Market Harborough in Leicestershire.

We are seeking an organised, motivated, and community-minded individual to take on the role of Parish Clerk and Responsible Financial Officer. The Parish Council has 8 Councillors, and its precept for 2026-27 is £15,826.

This is a key leadership and governance position within the Parish Council - ideal for someone who is committed to supporting local democracy, ensuring legal compliance, managing public resources responsibly, and helping our community thrive.

About the Role

The Clerk/Responsible Financial Officer is the Council's senior administrative and financial officer. As the Council's Proper Officer and Section 151 Officer, you will ensure that all statutory, legal, and regulatory responsibilities are met. You will support Councillors, provide professional advice, and manage the Council's operations, finances and assets.

The role involves some evening work for council meetings and may include occasional training or external engagement events.

Key Responsibilities

1. Governance, Legal & Procedural Duties

- Act as the Council's Proper Officer, ensuring all statutory functions, notifications and requirements are fulfilled in accordance with relevant legislation.
- Ensure the Council complies with local government law, Standing Orders, Financial Regulations, the Data Protection Act 2018 and GDPR.
- Prepare agendas and minutes in line with legal requirements and ensure lawful and effective decision-making.
- Publish meeting agendas and minutes on both the village Parish Council website and notice board in line with the legal requirements relating to adequate advance notice and timetables.

- Provide professional advice to the Council and Chair on legal issues, policy matters, procedures, planning, local government legislation, and best practice.
- Arrange, attend, and clerk meetings of the Council, Committees, Sub-Committees and Working Groups. Regular Parish Council meetings are held on the second Thursday, monthly, starting at 19:00hrs in Wilbarston Parish Hall. Extraordinary meetings are arranged as necessary, typically two or three times a year.
- Manage statutory consultations, notices, elections, and the publication of documents such as the Annual Report.

2. Financial Management (Responsible Financial Officer Duties)

As the Council's Section 151 Officer, you will:

- Oversee and implement all financial procedures, systems, controls, and reporting in accordance with statutory requirements and proper practices.
- Prepare the annual budget, financial forecasts, and the precept request.
- Monitor expenditure and income, providing regular financial statements to Council.
- Ensure compliance with internal and external audit requirements.
- Manage payroll (for clerk position), PAYE, VAT returns, financial risk assessments, asset registers, and insurance obligations.
- Issue invoices, receipts, and ensure timely payment of accounts.
- Ensure secure financial IT systems and appropriate internal controls.
- Advise the Council on financial strategy, reserves, investments, grant funding and opportunities to maximise income.

3. Administrative, Managerial & Operational Duties

- Oversee Council services, buildings, land, and assets either directly or through contractors and partnerships.
- Maintain effective correspondence, records, project documentation, and policy documents.
- Lead or support Council projects, liaising with external partners, contractors, and community groups.
- Maintain and update the Council's website and support community communications.

4. Community, Engagement & Partnership Working

- Act as the Council's representative at meetings with other authorities, agencies, and community groups.
- Promote positive public relations, including preparation of press releases and community updates.
- Support Councillors with information, research, and policy development.
- Engage with residents, responding to enquiries professionally and courteously.

5. Professional Development

- Attend training, seminars, and briefings relevant to the role.
- Obtain or hold the Certificate in Local Council Administration (CiLCA) or be willing to work toward it.
- Maintain professional knowledge, ideally through membership of the Society of Local Council Clerks (SLCC).

Person Specification

We are looking for someone who is:

- Highly organised, accurate, and reliable.
- An excellent communicator with strong interpersonal skills.
- Confident in financial management and administrative procedures.
- Able to work independently and take initiative.
- Comfortable advising on legal and procedural matters (training provided where needed).
- Experienced in local government, finance, administration, or management (desirable but not essential – training will be provided).

How to Apply

Please apply in writing, explaining how you think you would meet the criteria. This can include CV submission and a cover letter outlining your suitability for the role, with specific reference, where possible, to the Key Responsibilities and Person Specification given above to:

Jo Kirk, Chair Wilbarston Parish Council Staffing Committee – email:

cllrjokirk@wilbarstonparish.gov.uk and cc:

andrewdeacon@wilbarstonparishcouncil.gov.uk and

Closing date for Applications: 31st July, 2026