

VACANCY FOR PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Applications are invited for the position of Parish Council Clerk and Responsible Financial Officer for the Parish of Spaldwick.

Spaldwick is a small parish of 650 residents within Huntingdonshire District with seven Councillors of mixed lengths of service. We are a friendly and supportive team who value the work of the Clerk/RFO.

This is a part-time role of approx. 8 hour per week/35 per month but there is a degree of flexibility given, and expected.

Attendance is required at a minimum of eleven evening full council meetings per year, plus the Annual Parish meeting and any extraordinary meetings which may be needed to be called from time to time. Meetings are held monthly (excluding August) currently at 7.30pm on the 3rd Thursday of the month, in Spaldwick.

The salary range is £15.06 to £16.08 per hour

You will have:

- experience in formal meeting procedures including taking minutes
- an understanding of Financial regulations, for which further training will be offered
- a high standard of IT skills, including a good working knowledge of Microsoft Excel
- personal qualities to include; self-motivated, independent organised, enthusiastic, committed with excellent spoken and written communication skills
- the ability to manage your own workload appropriately in line with Council deadlines

A CiLCA qualification (or equivalent) is desirable but not essential, and support is offered to achieve this.

The Responsible Financial Officer duties include:

- to keep accurate financial records using Scribe Accounting package
- recording receipts and payments
- invoices
- banking
- monitoring of CIL spending
- bank reconciliations and annual VAT returns

Enquiries to Sharan Jackson-Rimmer, Chair of Spaldwick Parish Council,
sharan.jackson-rimmer@spaldwickparishcouncil.org.uk

Closing date for applications is Monday 30th January 2026