

OVER STOWEY PARISH COUNCIL

VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Part-Time – 20 hours per month

Over Stowey Parish Council is seeking an enthusiastic, competent and motivated individual, with an interest in community and Local Government. Strong administrative skills, aptitude for careful financial management and ability to maintain policies and procedures according to legal requirements are essential. An experienced Clerk & RFO is preferred, and we welcome applications from Clerks who wish to be employed alongside another part-time Clerk role within a Parish or Town Council. However, the role is also open to anyone who has a strong background in administration, finance and/or the voluntary sector or community groups.

The role would particularly suit someone who enjoys a degree of autonomy, researching multiple topics and working with a small team of friendly Councillors who are committed to enhancing their rural community. Local knowledge would be an advantage.

Roles: The Parish Clerk & RFO is the sole employee of the Parish Council and the role is predominantly home-working. The Clerk is required to attend Parish Council meetings, held in the Village Hall, usually on the third Wednesday evening of each month (except August); occasional other meetings may be required. A laptop, printer and small filing cabinet are provided, together with a set annual heating & light allowance for home working. Any required travel for training or other disbursements will be reimbursed. The Clerk's role includes managing the Council's email correspondence, preparing meeting agendas and minutes, posting required notices, producing all the information required for Councillors to make effective decisions, and acting upon the decisions of Councillors whilst guiding them on legal and procedural requirements. As Responsible Financial Officer, the post holder is responsible for tasks such as administering and recording the Parish Council's finances, obtaining quotes, maintaining insurance, assisting with preparing the annual budget, and preparation of the Annual Governance and Accountability Return (AGAR).

Essential Skills: Excellent communication and ability to work at ease with others, primarily Councillors, organisations and residents. Close attention to detail, good time management and IT skills, including ability to manage accounting, banking and website software.

Training: Applicants without existing Local Government Clerk training will be required to complete the Essential Clerk training (approximately 9 hrs + travel if not online) and all applicants will be expected to refresh training if their qualifications are not recently acquired or in use. Ongoing CPD is encouraged and supported.

Working Hours & Pay: Over Stowey is a small Parish Council and the salary is based upon the NJC profile LC1 & Salary Scale Point Range currently 13-17 (£14.60-15.58 ph), the latter subject to experience and qualifications. Part-time hours are 20 hrs per month.

Application process: Please view the full job description/job specification and application form on the Parish Council [website](#) and if you would like to apply for the role, please email the completed application form to clerk@overstoweyparishcouncil.gov.uk

Start Date: Monday 1st September 2025

Closing Date For Applications: Monday 14th July 2025