

Leconfield Parish Council

Flexible, predominantly home-based | 9.5 hours per week | Full training provided

About the Role

Leconfield Parish Council is seeking a friendly, organised and community-minded Parish Clerk & Responsible Financial Officer (RFO) to support the effective day-to-day running of the Council. The role is predominantly home-based and involves administration, finance, meetings and acting as the Council's Proper Officer and Responsible Financial Officer. The 9.5 hours per week can be worked flexibly around Council meetings, financial deadlines and other key activities.

About You

We are looking for someone who is organised, approachable and able to work independently, use their initiative and manage a varied workload. You should have excellent written and verbal communication skills and be comfortable working with Councillors, members of the public and other organisations.

Key requirements:

- Excellent people, communication and minute-writing skills.
- Good financial management, bookkeeping and budgeting skills, with attention to detail.
- Good time management and the ability to prioritise and meet deadlines.
- Confident use of email, Microsoft Office 365, including Outlook, Word, Excel and SharePoint, with the ability to update the Council website following training.
- Integrity, discretion and professionalism when handling confidential information.
- Ability to work constructively with Councillors, the public and third-party organisations.
- Commitment to supporting an apolitical Parish Council and representing the Council as required.
- Willingness to attend and minute Parish Council meetings, currently held on Mondays on a bimonthly basis, plus additional meetings with the Chair when required.

Training and Development

Previous Parish Clerk experience and a CiLCA (Certificate in Local Council Administration) qualification would be an advantage but are not essential. Qualified Clerks are encouraged to apply. Full training and ongoing professional development will be provided, including support towards CiLCA where appropriate. Training will also be provided for Scribe Accounts and website updating.

We Offer

- Flexible, predominantly home-based working.
- 9.5 hours per week .
- Salary to be agreed in accordance with NJC pay scales, dependent on qualifications and experience.
- Annual leave in accordance with NJC terms and conditions (pro rata).
- Full training and ongoing professional development.
- A friendly ,supportive and proactive Parish Council.
- The opportunity to make a positive difference in Leconfield, Arram and Scarborough.

How to Apply

For an informal discussion or to apply, please contact:

Dave Garbutt

Chairman, Leconfield Parish Council

Email: councillor.dave.garbutt@leconfieldparishcouncil.gov.uk

Or:

Please send your CV and a covering letter explaining why you are interested in the role and how your skills and experience meet the requirements.

Closing date: Monday 7th September 2026

Interview date: To be confirmed