

CURBAR PARISH COUNCIL – CLERK/RFO VACANCY

We are looking for a new Parish Clerk/ Responsible Financial Officer for Curbar Parish Council. The successful applicant will work from home and be required to attend evening Council meetings. There are usually 6 meetings per year, normally held on the 1st Thursday in the month at 7:00pm

We are looking for a self-motivated person who has experience of working in administrative roles and has strong finance skills.

Duties include:

- minuting the bimonthly evening Parish Council meetings;
- providing guidance to the six Councillors on legal aspects of their duties;
- managing finances of the council and keeping up to date with relevant legislation

The Parish Council responsibilities include:

- Burial Ground
- Playing field
- Speed Indicator Device
- Defibrillator
- Several benches throughout the Parish
- Listed village trough
- Two noticeboards

All of the administration is carried out using computer-based systems. The applicant must be confident using email, online/web-based systems, Microsoft Word and Excel.

Ideally, we are looking for someone with previous experience and appropriate qualifications (i.e. a recognised qualification in local government administration) or the commitment to study and obtain the ILCA (Introduction to Local Council Administration) qualification within six months and to obtain the Certificate in Local Council Administration (CiLCA) within two years of commencement of the post.

Salary will be on the NALC/SLCC scale LC2 below substantive range SCP18-23 depending on experience. The contract will be for 14 hours a month. Travel expenses will be at the normal Government rate.

For further information please email: clerk@curbarparishcouncil.gov.uk

To apply, please send a CV, containing the details of two referees* to this email address before the 4 September 2026.

The interview date will be notified and the successful candidate will be required to start as soon as possible.

(*Referees will not be contacted prior to potential appointment).