

Scarning Parish Council are recruiting a **Parish Clerk & Responsible Financial Officer (RFO)**

Salary: SCP 23-25 per annum (depending on qualifications and experience)

Hours: 13 hours per week (including evening meetings)

Location: Homebased

Are you an organised, motivated professional with excellent administrative, financial and communication skills? Do you enjoy working with people and making a positive difference to your local community?

Scarning Parish Council is seeking an enthusiastic and proactive **Parish Clerk and Responsible Financial Officer (RFO)** to lead the administration and day-to-day management of the Council.

As the Council's Proper Officer and Responsible Financial Officer, you will play a key role in supporting elected councillors, ensuring the Council operates lawfully and effectively, managing its finances and helping to deliver services and projects that benefit the community.

About the Role

This is a varied and rewarding position involving responsibility for:

- Providing professional advice and administrative support to the Council.
- Preparing agendas, reports and minutes for Council meetings.
- Managing the Council's finances, budgets, accounts, VAT and audit requirements.
- Ensuring compliance with legislation, governance requirements and Council policies.
- Managing Council assets, contracts and projects.
- Working with councillors, residents, contractors and partner organisations.
- Managing the Council's website, communications and social media.
- Supporting grant applications and helping deliver community initiatives.
- Managing staff and contractors where appropriate.
- Acting as the Council's principal point of contact.

About You

We are looking for someone who:

- Has excellent administrative and organisational skills.
- Has strong financial management and bookkeeping experience.
- Can communicate confidently with councillors, residents and external organisations.
- Is able to work independently, prioritise competing demands and meet deadlines.
- Has experience using Microsoft Office and other digital systems.
- Has excellent written and verbal communication skills.

- Has an understanding of local government or is willing to develop this knowledge.
- Holds the Certificate in Local Council Administration (CiLCA), or is willing to obtain it within an agreed timescale.

Experience in local government, project management, staff supervision, contract management or asset management would be an advantage.

We Offer

- A varied and rewarding role at the heart of the local community.
- Flexible working arrangements where appropriate.
- Support for professional development and training, including CiLCA.
- Membership of the Society of Local Council Clerks (where applicable).
- A friendly and supportive working environment.
- Full Training, available through a wide variety of Local Government courses

To view the Job Description visit our website – <https://www.scarning-pc.gov.uk/>

Any questions please contact the Chair, Neil Parsons by email Cllr.parsons@scarning-pc.gov.uk

How to Apply

Please send your CV to team@norfolkpts.org.uk if you have any questions please contact: 27 July 2026

Email: team@norfolkpts.org.uk

Closing Date: 27 July 2026

Scarning Parish Council is an Equal Opportunities Employer and welcomes applications from all suitably qualified candidates.