



Sturry Parish Council

Sturry Parish Council is seeking a highly organised and motivated individual to take on the role of **Parish Clerk and Responsible Financial Officer (RFO)**. This is a varied and rewarding position at the heart of the local community, supporting the council in delivering services and representing the interests of residents.

About the Role

The Parish Clerk is the council's Proper Officer and adviser, responsible for ensuring that the council's decisions are carried out effectively and in line with legal and statutory requirements. As RFO, you will also manage the council's finances and ensure proper financial procedures are followed.

Key Responsibilities

- Prepare agendas, attend meetings, and produce accurate minutes
- Provide procedural and legal advice to councillors
- Implement council decisions and manage day-to-day operations
- Maintain financial records, prepare budgets working with the Finance Committee, and monitor expenditure.
- Manage internal and external audit processes
- Act as the main point of contact for residents, contractors, and external bodies
- Ensure compliance with relevant legislation and governance requirements

About You

- Strong organisational and administrative skills
- Good financial management experience and attention to detail
- Excellent communication and interpersonal skills
- Ability to work independently and manage a varied workload
- Experience in local government or administration is desirable
- A qualification in, or willingness to work towards, the Certificate in Local Council Administration (CiLCA) is preferred



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Hours & Salary

25 hours per week

Salary: SCP26 – SCP32 per annum (£37,280-£42,839 pro rata), depending on experience and qualifications.

Additional Information

The role is office based, five days a week with attendance required at evening council meetings (a minimum of 11 evening meetings per year on the second Wednesday of the month, plus any Committee meetings as required). Attendance at site meetings will also be required when necessary.

Training and professional development opportunities will be supported.

How to Apply

For an application pack or informal discussion, please email clerk@sturry-pc.gov.uk
Or call 01227 710443.

Closing date for applications is 26th June 2026.

Sturry Parish Council is an equal opportunities employer and welcomes applications from all sections of the community. We reserve the right to close the application process when a suitable applicant has been found.