

Parish Clerk and Responsible Finance Officer for Walberton Parish Council

Post: Clerk and Responsible Finance Officer

Start Date: To be mutually agreed, beginning October 2026 latest

Location: Pavilion, Walberton Playing Fields, Walberton, West Sussex

Contract Type: Part Time / Hybrid working

Closing date: 25th August

Interviews: Week commencing 31st August

Part Time: 30 hours per week (120 per calendar month) including hybrid working at £18.35 to £20.29 per hour based on experience and qualifications. Additional hours may be required, on request of council.

About

Walberton Parish Council seeks to continually improve our residents' quality of life and encourage pride in the villages and local environment by promoting an inclusive community, supporting local businesses and facilities, and shaping the future of the parish for a sustainable future. We currently have a wonderful opportunity for someone to join our team in a significant role as Parish Clerk and Responsible Finance Officer (RFO).

We are looking for someone who is:

- An experienced general manager with excellent IT skills (Full suite of MS365 including SharePoint)
- Highly numerate with experience of reporting financial position including P&L
- An excellent communicator and confidence to speak at public meetings
- Able to manage teams and respond to members of the public with tact and sensitivity
- A self-starter, proactive and able to work with minimal direct supervision but can also be directed
- When required, able to work to tight deadlines and under pressure

Role

The Parish Clerk the first point of contact for the Parish Council and is expected to advise on Parish Council Governance as well as provide direct management and RFO support in terms of; email, diary management, organisation of Council work and liaison between Councillors, contractors, stakeholders, consultants and customers. As the RFO you will be expected to manage the Council budget, billing and accounts including internal and external auditing. Where required the Clerk will also be expected to manage specific council projects.

The Parish Clerk will be expected to work from the Pavilion twice a week 1000-1300 and attend all Council evening meetings (see WPC website for dates and times) and other meetings as instructed by the Council.

Training on processes and procedures will be provided, but it will be beneficial for the successful candidate to have previous experience in a similar environment. The successful

candidate will be expected to qualify as a Certificate in Local Council Administration (CiLCA) and undertake other training as required by the Council.

Salary

Negotiable, but within the National Association of Local Councils scale range SC 24-28 (£18.35 to £20.29) per hour plus access to a council laptop, office allowance, travel allowance and sundry expenses. Benefits include paid pension contributions and holidays on a pro rata basis. The NALC pay award for 2026-27 is still under discussion and will be paid retrospectively, once it is announced

Main Responsibilities

- Servicing meetings of the parish council, including agendas, minutes and providing professional advice to Councillors in a timely manner
- Managing the Council's administration and services, responding to enquiries and correspondence on behalf of the Council
- Managing the Council's finances, including budget monitoring, budget preparation, bank reconciliations, arranging internal and external audit, the raising and payment of invoices
- The ideal candidate would either have previous experience as a parish clerk or a background in general management and finance and be willing to undertake the training required for the role.

Required Skills

- Experience of general and contractor management
- Experience of financial management including P&L
- Experience of Human Resource Management
- Excellent organisation skills with good attention to detail
- Ability to develop good working relationships with a wide and diverse range of people
- Ability to act on own initiative and be proactive
- Ability to maintain accurate records and follow process
- Ability to communicate effectively at all levels
- Excellent MS365 skills
- Experienced at working within implied confidentiality

Walberton Parish Council actively promotes work-based learning and development and will work in conjunction with the post holder to build a development plan for their career.

For more information and to apply please visit the Parish Council's website

<https://www.walberton-pc.gov.uk/>