

HIGHER KINNERTON COMMUNITY COUNCIL

Job Opportunity: Clerk & Responsible Financial Officer

Higher Kinnerton Community Council are seeking an organised, community-minded Clerk & RFO to support a friendly group of Councillors and help the Council run smoothly for the people of Higher Kinnerton.

Role Overview

The role involves administering the Council's operations and finances and ensuring compliance with all legal, financial and administrative obligations. The Clerk, as the Proper Officer and RFO will be responsible for overseeing the execution of Council business, maintaining statutory responsibilities and representing the Council's interests.

Strong literacy, numeracy, organization, communication and IT skills are essential and previous experience in administration and financial management, ideally within a local government setting is desirable.

The successful applicant must be capable of working independently from home and will attend the Council's monthly evening meetings, normally held on the third Tuesday of each month (except in August) plus additional meetings as reasonably required.

Salary & Qualifications

Remuneration will be based on NJC pay scales SCP 18 – 21 pro rata for 48 hours a month (£16.35 to £17.18 per hour) dependent on experience and qualifications. A workplace pension will be available if desired.

How to apply

For more information including a job description and person specification or to arrange an informal chat, please email the Chair, Martin King or the Clerk, Liz Corner.

martin@higherkinnerton.org.uk

liz@higherkinnerton.org.uk

Interested candidates should submit a CV and covering letter to the above email addresses.

The closing date for applications is Monday 2nd February 2026. Interviews will be held week commencing 9th February, and the successful candidate will take up the post in late February/early March, subject to satisfactory references.

Higher Kinnerton Community Council is committed to equality of opportunity and welcomes applications from all sections of the community.