

HIGHER KINNERTON COMMUNITY COUNCIL

Job Opportunity: Clerk & Responsible Financial Officer

Higher Kinnerton Community Council is excellently administered with a long history of unqualified audits, evidenced on our website (<https://higherkinnerton.org.uk/>). This year we have a triennial in-depth external audit and have an experienced locum in place to complete it and ensure an orderly handover.

Role Overview

The role involves administering the Council's operations and finances and ensuring compliance with all legal, financial 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, currently held remotely on the third Thursday of each month 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 for an informal chat, please email the Chair, Josh Swash or the Locum Clerk, Dewi Jones.

josh@higherkinnerton.org.uk
dewi@higherkinnerton.org.uk

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

The closing date for applications is Monday 20th July 2026. Interviews will be held in the week commencing 27th July, start date will depend on the successful candidate, but will likely be after completion of audit.

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