

Job Advertisement

Parish Clerk & Responsible Financial Officer (RFO)

Normandy Parish Council, a parish within Guildford Borough of Surrey, is seeking an enthusiastic candidate for the vacancy of Parish Clerk and RFO. This vacancy represents an excellent opportunity to join a Parish Council with a clear vision for Normandy, and for individuals with the right skills, knowledge, experience and disposition to take on the challenging yet rewarding role of Parish Clerk to support the councillors in their strategic aims.

The role will be predominantly home based. Some evening work will be required to attend meetings, and there may be other weekend work required on occasions.

Remuneration for the role will depend on the knowledge and experience of the successful applicant, and a salary range is provided in this detailed recruitment information pack.

The ideal candidate will have a proven record of success and experience working in the local government sector, but more importantly will demonstrate a real interest in the village and a dedication to delivering services of the highest quality to residents, businesses and visitors to Normandy.

If this sounds interesting to you and you wish to be considered for the role, please download the recruitment information pack and appropriate application form from the Parish Council website www.normandyparishcouncil.gov.uk or contact the Chairman on simon.schofield@normandyparishcouncil.gov.uk or 07944 070302

Closing date for receipt of applications is **12noon Friday 24th April 2026.**

Recruitment Information Pack

Job vacancy: Parish Clerk and Responsible Financial Officer (RFO)

Introduction

Thank you for your interest in the Council's advertisement for this vacancy. We hope you will find this Recruitment Information Pack of assistance in deciding whether to apply.

The information is arranged as follows:

- The role of the Parish Clerk / Responsible Financial Officer (RFO)
- The job description
- The person specification
- The recruitment process
- The application form (CVs alone will not be accepted as a valid application)

This Recruitment Information Pack will not form part of any subsequent contract of employment.

Further information about the Council can be found at www.normandyparishcouncil.gov.uk

If, due to a disability or impairment, you would like us to make any special arrangements concerning the completion of the application form or for attendance at an interview, please let us know.

Closing date for receipt of applications is 12noon on Friday 24th April 2026. No application received after this time will be considered.

If you wish to find out more about the role and have an informal discussion prior to submitting your application, please contact the Chairman on simon.schofield@normandyparishcouncil.gov.uk or 07944 070302

Role of the Parish Clerk / Responsible Financial Officer (RFO)

Why become a Parish Clerk / RFO?

Becoming a Parish Clerk / RFO provides the opportunity to fulfil one of the most rewarding jobs in a local community. A competent staffing team is an essential element of a successful Parish Council.

Parish Councils are one part of the local government structure, delivering a range of services to residents, businesses and visitors to the local area. Parish Councils are often viewed as the tier of government closest to the people. The Parish Council works alongside the local Borough / District Council and County Council, which under Local Government Reorganisation are soon to merge as West Surrey Council, making this a really exciting time to be part of local democracy.

The role of a Parish Clerk / RFO is to ensure that the Council meets its statutory duties and conducts its business properly. The Parish Clerk / RFO provides independent, objective and professional advice and support to Councillors to enable them to make informed decisions which affect the local community.

What does the Parish Clerk / RFO do?

The enclosed Job Description lists the duties of the Parish Clerk / RFO in detail.

The main duties of the job can be summarised as:

Parish Clerk

- To ensure that the Council conducts its business lawfully
- To administer all the Council's documentation
- To ensure that meeting papers are properly prepared, and that Councillors and members of the public are aware of meeting dates, times and venues
- To communicate and carry out the Council's decisions
- To organise and manage the provision of the Council's services
- To organise and oversee the implementation of projects
- To communicate and market the Council's services and facilities
- To respond to community enquiries and act as the voice of the Parish Council
- To keep asset registers and other legal documents
- To keep up to date through ongoing training, qualifications and professional development
- To line manage other Council employees and delegate tasks as determined by the priorities of the Council

Responsible Financial Officer

- Carry out all the statutory functions of a Section 151 Officer
- Ensure the implementation of, and compliance with, the Council's Financial Regulations

- Provide financial information as directed by the Council in a timely manner
- Oversee the Council's policies in terms of internal controls and financial risk management
- Manage a system for recording the Council's receipts and payments during the financial year
- Ensure statutory year-end financial returns are completed accurately for submission
- Complete all required VAT and HMRC returns accurately and in a timely manner
- Be responsible for the production of the Council payroll

Job Description and Person Specification

Job Description

Post Title:	Parish Clerk and Responsible Financial Officer (RFO)
Hours:	30 hours per week to be worked flexibly <i>To include evenings (e.g. council meetings) and occasional weekends (e.g. community meetings or events), exact working pattern to be agreed with successful applicant</i>
Salary:	NALC scale points 24-32 (£35,412-£42,839 per annum pro rata).
Accountable to:	The Council as a corporate body
Location:	Working from home and at the Parish Office

Job purpose

Section 1: Role Overview

The Clerk of the Parish Council will be solely responsible for the administration of the Council's business. The range of responsibilities of the Clerk and RFO to fulfil the needs and best interests of the Parish Council are set out as follows:

- Act as a Proper Officer and Responsible Financial Officer for Normandy Parish Council
- Fulfil the role of the Council
- Purchase goods and services on behalf of the council
- Respond to community enquiries and act as the voice of the Parish Council
- Liaise with other authorities and bodies
- Manage the day-to-day business of the Parish Office and staff
- Manage the Council's IT systems and website
- Actively manage the Council's land and property assets to optimise revenue and value to the community
- Manage and deliver projects on behalf of the Council.

Section 2: Duties

(i) Ensuring compliance with legal duties

- Proactively keep up to date with relevant changes in legislation affecting local councils.
- Ensure that all statutory and other provisions governing or affecting the running of the council are observed.
- Ensure that the Standing Orders, Financial Regulations, Code of Conduct and Data Protection policy are reviewed at least annually or when the law changes, and that other policies are reviewed as appropriate. Make sure that the Council as a whole, councillors and staff are aware of our policies and procedures.
- Respond to requests made under freedom of information legislation and rights

exercisable under data protection legislation.

(ii) Managing Parish Council, Committee and Parish meetings

- Prepare informative agendas for meetings of the Council, in consultation with appropriate councillors, taking account of the Council's Standing Orders and the committee Terms of Reference.
- Attend all meetings of the full council, take formal minutes of the meeting. Ensure any actions are taken in a timely manner. Distribute minutes of meetings promptly afterwards.
- Issue notices and agendas for the Parish Council's statutory annual meeting.

(iii) Delivering Council's Strategic purpose

- Remain informed about relevant current legislation and other issues which affect the Council and the community
- Update the Council's strategic plan and monitor the progress of schemes.
- Advise on the impact of Council proposals and planned activities and suggest specific courses of action which might be taken.
- Receive correspondence and documents on behalf of the Council, following known policy of the Council and in liaison with the appropriate councillors, respond on behalf of the Council.

(iv) Parish Administration

- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- Manage councillor vacancies including co-option and elections. Hold acceptance of office forms and a copy of every councillor's register of interest.
- Ensure adequate links are maintained with partner organisations to enable community contact to be established and to report problems and seek information.
- Place and manage orders for the purchase and supply of goods and services
- Maintain the Council's asset register and ensure that the contracts and leases are in place for all the buildings and land that the Council owns or manages.
- Manage the Council's response to planning applications making sure that the Council's response is sent to the planning authority on time. Refer any planning applications which need consideration before the next Council meeting to the Chair of the Planning Committee to facilitate an extraordinary meeting.

(v) Health and safety, risk and matters of insurance

- Ensure the council's statutory obligations for the proper management of all health and safety matters are met, including the review of the Council's Health and Safety Policy
- Arrange appropriate inspections and risk assessments where necessary, for the safe management of council business and activities.
- Present the results of risk assessments to the council and ensure that any actions identified in risk assessments are completed as directed by the Council.
- Ensure insurance cover is in place as is required or mandatory and keep proper insurance

records.

(vi) Financial management

- Meet the Council's obligations for internal and external audit. As soon as possible after 31 March, present a statement summarising the Council's receipts and payments for the year along with the accounting statement to the Council for approval.
- Manage and record receipts and payments accurately in the cashbook, making sure the Council pay promptly and that officers are paid.
- Present financial reports as required, to include monthly bank reconciliations, receipts and payments, and a quarterly report on our expenditure against budget, highlighting any potential overspends.
- Prepare estimates of expenditure for approval by the Council for input to the annual budget and submit the cash value of the precept, once approved by the Council, to the principal authority by the correct date.
- Maintain appropriate records, make proper returns and reclaims relating to VAT.
- Manage banking arrangements, cash flow, investments and bank transfers.
- Research and bring forward opportunities to apply for grants to support programme aspirations.

(vii) Staff Management

- Pay staff wages, ensuring prompt and proper payment of deductions for income tax, national insurance and pension contributions and ensure that any legislative changes or statutory requirements are implemented promptly.
- Maintain records of staff hours, leave etc. for approval of the HR Committee
- Work with the Staffing Committee to effectively manage your own workload and that of any staff.
- Ensure all contracts and job descriptions are in place and up to date. Contribute positively to appraisals, set and monitor appropriate objectives and ensure appropriate training plans are in place.

(viii) General

- Manage the Parish Council's website and update the social media account to ensure it is accurate and up to date.
- Be able to give objective, unbiased advice to councillors and to maintain professional detachment from the views of councillors and the community.
- Balance the demands of the councillors and support the whole of the Council as a Corporate body.
- Attend, if required, regional/national conferences of representative bodies likely to have agenda items of interest affecting the future development of the Parish Council and report back to the council on relevant issues.

Subject to workload, the Clerk can be expected to be involved in other activities to support the

Council, such as undertaking research and assisting the Council in communicating with the public through regular newsletters, information published on social media, and in the local press.

Person Specification

Qualifications and experience

Essential	Desirable
Recognised numeracy and literacy qualification	
Hold Certificate in Local Council Administration (CiLCA) qualification or be prepared to achieve it within 2 years	Knowledge of the governance and legal framework in which the Council operates
Experience of the following: <ul style="list-style-type: none"> • Committee work, agenda preparation and minute taking • Dealing with the public • Budget setting, monitoring processes, controls and financial management reports 	Experience of the following: <ul style="list-style-type: none"> • working within a local government environment • working knowledge of parish or town council
Experience of office and financial administration Sound book-keeping skills	VAT and or income tax knowledge / experience Knowledge of local government account and audit requirements Knowledge of Scribe accounting system
Excellent organisational and administrative experience and the ability to prioritise	Highly organised with excellent planning skills and an ability to meet tight deadlines
Strong interpersonal skills	Experience of customer complaints and FOI handling
Ability to form and maintain sound working relationships with key internal and external stakeholders	Experience of communication with elected members plus key internal and external stakeholders
Solid oral and written communication skills, including the ability to assimilate and present information coherently and concisely	

Good working knowledge of Microsoft 365 Office software tools	IT literate with intermediate level MS Office skills including Outlook, Word and Excel Previous experience of using local government accounting software
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Personal qualities and other requirements

<i>Essential</i>	<i>Desirable</i>
Have a genuine interest in Normandy, its residents, its history and its future as a thriving village	Have some knowledge of Normandy
Self-reliant and self-motivated with the drive, commitment and initiative to achieve results and motivate others	
Trustworthy with confidential information	Business perspective and acumen
Ability to demonstrate tact and diplomacy	Sensitivity to working in a political environment
Ability to exercise sound judgement and lead by example in ensuring the standards of conduct and integrity	
Availability and willingness to attend evening Council meetings	Current driving licence or access to public transport

Recruitment process

Selection process

The recruitment process will include:

- ✓ Shortlisting, based on the information submitted in the application form
- ✓ Assessment against the person specification, and
- ✓ Selection interviews, with a panel of interviewers from the Parish Council

You should complete the enclosed Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process.

You will be required to show documentary proof of any qualifications you may claim to hold.

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission to do so. If appropriate, the authenticity of references may be checked by direct confidential contact if you are being offered the appointment.

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to work in the UK before commencing employment.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed application form, CV or testimonials to any Councillor will be regarded as canvassing.

Equal Opportunities

The Parish Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful and/or unfair discrimination including on the grounds of any protected characteristic in accordance with the Equality Act 2010. We will appoint purely on merit and suitability for the vacancy on offer.

Further information

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

Interview process

The first stage interviews will be held at Normandy Village Hall on **Friday 1 May 2026**

Application Form

Closing date for applications is 12noon on Friday 24th April 2026.

Job Details	
Position	Where did you see this post advertised?
Personal Details	
Name	
Address	
Telephone Number	Email address
Do you hold a current driving licence? Yes / No	
If yes, do you have access to a vehicle? Yes / No	

Education and Qualifications			
Please give details of all educational qualifications obtained and those currently being pursued.			
Name of institution or body	Dates attended	Subjects studied/ Qualifications	Grades achieved

Training

Including trade/professional training, government training schemes, apprenticeships, short courses etc.

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Present or most recent employment

Name of Employer	Job Title
Address of Employer	Dates Employed
	Period of notice required

Please give a brief outline of your main responsibilities

Previous employment

Please list all previous employment in reverse chronological order

Dates employed	
Name of Employer	
Job Title and main responsibilities	
Reasons for leaving	
Dates employed	
Name of Employer	
Job Title and main responsibilities	
Reasons for leaving	
Dates employed	
Name of Employer	
Job Title and main responsibilities	
Reasons for leaving	
Dates employed	
Name of Employer	
Job Title and main responsibilities	
Reasons for leaving	

Other experience

This should include any period not accounted for by full-time employment/education/training – e.g., voluntary work/unemployment.

Experience

Dates

Information in Support of Your Application

This is the most important part of your application. Having read the job description and person specification, please tell us how your experience and abilities meet the requirements of the job. Please do not repeat your career history but draw our attention to your main achievements and how these will help you be successful in the post. Reference to any relevant unpaid/voluntary work will also be welcomed. Please include additional sheets if required.

... continue if required

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References

Two references are required – one of the references must be your current line manager with responsibility for your performance (or if an existing Clerk/Head of Paid Service, the Chairman of the Council). References will only be contacted if you are offered the position.

Name	Name
Job Title	Job Title
Name of Organisation	Name of Organisation
Address	Address
Email address	Email address
Phone number	Phone number
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

Disabled candidates

Any candidate who notifies us of a disability and meets the minimum essential criteria for the job will be guaranteed an interview. The Council complies with the Equality Act 2010.

Do you consider yourself to have a disability? Yes / No

If yes, please inform us of any arrangements you may need to assist you if selected for an interview.

Relationships

Please note that any attempt to canvass or influence the fair appointment of staff will render the application for employment invalid.

Are you a Councillor or are you related to or living with a Councillor or Council employee?

Yes / No *If yes, please provide details*

Do you have, or have you had any business, financial or other interests involving the Council or Normandy village? For example, involving supplying services to the Council or membership or management positions that may create conflicts of interest? Yes / No
If yes to either question, please provide details below.

Rehabilitation of Offenders Act 1974

You must complete this section if you have been convicted of a criminal offence and have not yet completed the rehabilitation period for the offence i.e., it is not 'spent', or if we have indicated that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended).

Have you been convicted of a criminal offence? Yes / No

If yes, please provide details below, including date, the nature of the offence, and the penalty.

Right to Work in the UK

In accordance with the Asylum and Immigration Act 1996 (amended February 2008), we are required to check your eligibility to live and work in the UK.

Please confirm you will be able to provide this evidence if offered an interview? Yes / No

A valid UK passport or similar form of identification is sufficient

Are there any restrictions to your right to live and work in the UK, such as a Work Permit or Worker Registration Scheme? Yes / No

If yes, please provide details below.

General information

If there is any assistance you would like the Council to provide you with either in connection with an interview if you are short-listed or to enable you to do this job, or if there are any special circumstances which you would like to make us aware of, please give details below.

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Signed

Date

Data Protection

This information will be used for recruitment, selection and appointment purposes and may be copied for use during this process. If you are appointed, the information you have provided will be stored and used for operational and managerial purposes and in connection with the payment of salaries. If you are not appointed, the data will be stored for a short period then destroyed. Normandy Parish Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose for which it was collected and only for as long as is necessary.

Return your completed application form to simon.schofield@normandyparishcouncil.gov.uk or to The Chairman, Normandy Parish Council, PO Box 1626, Guildford, Surrey, GU1 9GT