



Job Vacancy: Responsible Financial Officer – Deputy Clerk (Part-Time)

Lake Parish Council is seeking a Responsible Financial Officer (RFO) to manage and oversee the Council's financial administration. This is a part-time role suitable for someone with sound financial knowledge and an interest in local government.

Position Details

Job Title: Responsible Financial Officer – Deputy Clerk

Hours: 2-7 hours per week (flexible working)

Salary: SCP 29–32 on the SLCC pay scale (pro rata)

Location: Lake Parish Council (with some remote working possible)

Key Responsibilities

- Maintain accurate and up-to-date financial records
- Prepare and monitor budgets, accounts, and financial reports
- Ensure compliance with statutory requirements and audit procedures
- Process payments, receipts, and bank reconciliations
- Prepare annual accounts for internal and external audit
- Advise the Council on financial matters and best practices

Requirements

- Essential: Sound financial knowledge and experience in bookkeeping or account management

Good organisational skills and attention to detail
Ability to work independently and maintain confidentiality

- Desirable: Experience in local government finance

Relevant qualifications such as FILCA or CiLCA

Additional Information

The successful candidate will be required to attend evening Council meetings as necessary. Training and support will be available where appropriate.

Lake Parish Council is an equal opportunities employer and welcomes applications from all suitably qualified candidates.