

Leavenheath Clerk to Council and RFO Vacancy Blog

Hours: 9 hours per week

Salary Range: In accordance with LC1 SCP 13-17 (£15.56 to £16.61 per hour).

Pension: Local Government Pension Scheme

Application closing date: 13th November 2026

Interview: Week Commencing 23rd November 2026

Post available from: 1st February 2027

Applications are invited from suitably qualified persons who already hold the Certificate of Local Council Administration (CILCA) or who are willing to undertake this qualification, supported by the Parish Council.

For further information, including a Job Description and Person Specification or to apply with a CV and a covering letter (up to 500 words) outlining your suitability for the position, please phone or email the Clerk, Debbie Hattrell, on 01376 425744 or clerk@leavenheath-pc.gov.uk

[Find out further information about this vacancy](#)

Parish Clerk and Responsible Finance Officer

This is a varied and rewarding position at the heart of the community, supporting the Council in its work for the local Parish. The Clerk is the Proper Officer of the Council and is responsible for ensuring that the Council's business is conducted in accordance with legislation and best practice. The role also includes duties as the Responsible Finance Officer, managing the Council's financial records, budgeting, and reporting. The current Clerk to retiring after 19 years in post.

Key details:

- Hours: 9 per week
- Working pattern: Home based
- Meetings: Attendance at 6 evening Parish Council meetings per year (usually Wednesdays), plus Annual Parish Meeting and occasional village meetings.
- Start date: To be agreed ahead of 1st February 2027
- Salary: in accordance with the NALC (National Assoc. of Local Councils) pay scale LC1 13-17 (£15.56 - £16.61) dependent on experience and qualifications
- Parish precept £23056 per annum
- Neighbourhood Plan: adopted July 2023

Key responsibilities include:

- Preparing agenda, minutes, and meeting papers
- Providing professional advice
- Managing correspondence and maintaining records
- Manage and report on the Parish Council's finances, including annual budget preparation, payment of invoices, reclaiming VAT and preparation of the accounts for annual audit
- Ensuring compliance with statutory duties and governance procedures
- Updating the Parish Council website

About you:

- Well organised with strong administrative skills
- Confident communicator with good written English
- Good financial management skills – we use Scribe Accounting
- Ability to work independently and meet deadlines
- Ability to use IT efficiently and competently
- Whilst previous relevant experience is helpful, transferrable skills and a willingness to study towards CiLCA would be considered. Training will be available and the outgoing clerk will be available to allow a smooth handover over a two-month period from commencement.

For further information or to apply with a CV and covering letter, please email:
clerk@leavenheath-pc.gov.uk.

Closing date for applications: 13th November 2026

Interviews will take place week commencing: 23rd November 2026

Person specification – Clerk to Council

Essential skills and knowledge	Desirable skills and knowledge
Experience and knowledge of the parish sector Experience or knowledge of the parish sector with an appreciation of the role and strategic importance of the town and parish sector would be desirable. A willingness to undertake training to gain the understanding of the legal and procedural issues surrounding them would be essential.	Certificate in Local Council Administration (CiLCA) or other local administration qualification Minimum requirement is a willingness to train for the CiLCA.
IT literate Competent user of WORD, email, internet research communications etc.	Financial skills Able to deliver projects efficiently to budget
Interpersonal skills • Credibility to deal with the public and other local authorities or other organisations • Patience and the ability to listen • Take and give instructions • Teamworking skills	Events management Experience of efficient management of events would be desirable.
Personal skills • Self motivating • Excellent organisational skills • Able to prioritise • Able to meet targets and deliver to tight deadlines • Flexibility for weekend/evening work	Representation A willingness to attend meetings or events to represent the Councils should it be required.
A skilled communicator Must be able to demonstrate that they have the skills or experience to clearly and persuasively impart information, with the flexibility to adapt to different audiences and effectively communicate.	Reporting skills The ability to provide minutes, agendas and reports and other written material using clear and concise English.

JOB DESCRIPTION – Leavenheath Parish Council

CLERK TO THE COUNCIL

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT/or to monitor the work of a designated other officer designated the Responsible Financial Officer.
3. To ensure that the Council's obligations for Risk Assessment and to ensure are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval other than where such duties have been delegated to another Officer.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees other than where such duties have been delegated to another Officer.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To draw up both on his/her own initiative and because of suggestions by

Councillors' proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

10. If applicable, to supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting; to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council
18. To attend the meetings and conferences of Suffolk Association of Local Councils and other bodies as relevant.