Risby Parish Council
Vacancy for a Parish Clerk and Responsible Financial Officer (RFO)

Vacancy details
Risby Parish Council in West Suffolk is looking for a clerk and RFO to join their friendly team for six hours a week working from home. The hours are flexible, except for attendance at six meetings a year which take place on the first Thursday in January, March, May, July, September and November (although this can be reviewed). There will be occasional additional planning meetings when required.

If you are looking for more hours, our clerk also works for three other parish councils (Ousden, Lackford and Stradishall) with an option to take some or all of them on as well (total hours 20).

Experience in local Government is preferred, but if you are new to the role, training will be provided. There is also an option to shadow our current clerk and learn the role with her prior to the start date in April 2027. Templates of agendas, minutes and other documentation will be provided.

Risby is a small rural parish with approximately 900 residents and an annual budget of £24,000.

Start date
1st April 2027

Hours
6 hours per week to include meetings which start at 7.15pm. A laptop, mobile phone and printer will be provided

Salary
In line with the NJC salary scale 13 – 23 (£15.56 - £18.44 per hour) depending on qualifications and experience.

The role of parish clerk is very varied and includes:
- Preparing meeting papers, taking minutes at meetings and completing follow up actions.
- Managing the council's day to day finances using Scribe accounting software. This is very user friendly and training would be given.
- Preparing the Council's budget, year-end accounts and audit paperwork using the Council's accounting software.
- Managing and updating the Council's website using the One Suffolk template which is already set up.
- Using the HMRC basic PAYE tool to manage salary payments (training will be provided).
- Responding to correspondence and emails on behalf of the Parish Council.
- Dealing with planning applications.
- Liaising with stakeholders such as district and county councillors.
- Advising councillors on procedural matters and relevant regulations (this will be part of the training provided).

Essential skill
- Good language and numerical skills.
- Good communication skills and the ability to work as part of a team.
- The ability to write concise, clear reports/minutes (templates will be provided) and an ability to use their own initiative.
- IT skills including proficiency in Microsoft Word and a basis understanding of Excel.

Preferred skills
An understanding of Local Government would be preferred but training will be provided if necessary. A willingness to train and an ability to work independently are also essential.

The role would suit someone who is interested in working for the local community and would like a new challenge.

The successful candidate should live within reasonable travelling distance of Risby.

To apply:
Please send a CV and covering letter outlining your experience and qualifications to the Chairman, Ian Turner. His email address is Ian.RisbyPC@risbyhall.uk

If you would like to chat about the role, please email the clerk to arrange a time. The Parish Council email address is clerk@risbyparishcouncil.gov.uk

Further information about Risby Parish Council is available on the parish website at https://risbyparishcouncil.gov.uk/