Parish Clerk & Responsible Financial Officer
Barrow Upon Humber Parish Council

Salary; Scale 10-20 depending upon experience
Hours: 16 hours per week
Location: Mixed between working from Barrow Village Hall and from home

About the Role

Barrow Upon Humber Parish Council is looking to appoint a new Parish Clerk and Responsible Financial Officer. You will be a motivated, individual with good organisational, literacy, numeracy and IT skills, in particular Microsoft 365.

This is a key role supporting the council in delivering services, ensuring legal compliance, and managing its finances.

The Clerk will be key to ensuring that all legal, statutory, and other governing provisions relating to the Council are observed, and that all Council meetings are properly administered and decisions effectively implemented.

As the Responsible Financial Officer, the successful candidate will be responsible for all financial management of Council funds, including presentation of the accounts, general record keeping and budgeting, ensuring full transparency and accountability.

Key Responsibilities

- Prepare agendas, reports, and minutes for Council meetings.
- Provide professional advice to ensure the Council acts lawfully and efficiently.
- Manage the Council's finances: budgeting, payments, banking, and audit preparation.
- Maintain accurate records, policies, and statutory documents.
- Act as the main point of contact for residents, contractors, and external bodies.
- Support councillors in the delivery of projects and community initiatives.
- Strong administrative and organisational skills.

Skills and Experience

- Strong administrative and organisational skills.
- Financial management or bookkeeping experience (knowledge of local government finance desirable but not essential).
- Excellent communication and interpersonal skills.
- Ability to work independently and manage a varied workload.
- Competence in IT, including Microsoft Office
- Knowledge of local government procedures is an advantage, but training can be provided

Professional qualifications

The successful candidate will have obtained the CILCA qualification or will be willing to work towards this qualification within the first year of starting the post

The Parish Council meets once a month on the 2nd Wednesday of a month, at the Vicars Room, Barrow Upon Humber at 7.00pm with the exception of August.

Additional meetings may be required to fulfil the duties of this post.

The Post is subject to 3 months probationary period.

How to Apply

For an informal chat or an application form, please contact:

Please send completed applications to: Proper Officer / RFO 07592 724935
clerk@barrowuponhumberpc.org.uk

Closing Date: Noon, Saturday 14th February 2026