



Stadhampton Parish Clerk/Responsible Finance Officer (RFO) Wanted

This is a flexible part time varied and interesting role working from home and attending monthly Parish Council meetings.

Hours: 12 hours per week worked flexibly.

Core duties: Supporting the monthly meeting (maximum 11 per year) and the duties of a Parish Council; preparing the agenda for and taking minutes at Parish Council meetings; dealing with public correspondence and enquiries; providing independent advice and support; managing the Parish Council's website and posting on the Village Facebook Noticeboard; and managing the Parish Council's finances and preparing its annual accounts.

Previous experience in a similar role would be an advantage but not essential since training will be provided for all aspects of the role throughout the first year in post if needed.

Salary: negotiable based on the experience and qualifications of the successful candidate.

Interview: It is expected that interviews for short listed candidates will be held flexibly in week commencing 20th August 2026, and on a rolling programme thereafter.

To Enquire and Apply:

The information pack and application form are on the website at:
[Parish Clerk & Responsible Financial Officer – Vacancy – Stadhampton Parish Council](https://stadhampton-pc.gov.uk/news/parish-clerk-responsible-financial-officer-vacancy/)

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For further information about the role please email clerk@stadhampton-pc.gov.uk until 31/08/2026. The deadline for initial applications is 31/08/2026.

Thereafter please contact the Chair and Deputy Chair at:

cllrfitzgerald@stadhampton-pc.gov.uk and
cllrhowden@stadhampton-pc.gov.uk

