Parish Clerk & Responsible Financial Officer
West Hanningfield Parish Council

Salary: NJC Scale 24–28 (£18.96–£20.96 per hour), depending on qualifications and relevant experience
Hours: 9 hours per week, with some evening meetings and occasional additional hours
Working arrangements: Predominantly home-based, with Parish Council meetings held at South Hanningfield Village Hall, Chelmsford
Closing date: 15th October 2026
Proposed commencement: October/November 2026, with a paid handover period

An opportunity to play an important role in your local community
West Hanningfield Parish Council is looking for a capable and conscientious person to take on the role of Parish Clerk and Responsible Financial Officer.

The Clerk is central to the day-to-day administration of the Parish Council, providing professional support to councillors, ensuring decisions are properly implemented and helping the Council meet its legal, financial and administrative responsibilities.

This would suit someone who is well organised, comfortable working on their own initiative and able to deal confidently with a wide range of people and tasks. Previous experience of parish or local government work would be an advantage, but applications are welcomed from candidates who can demonstrate the appropriate skills and willingness to learn.

The position
The successful applicant will provide the administrative and financial support required to enable the Parish Council to operate efficiently and in accordance with relevant legislation and guidance.

Duties will include:

- Arranging Parish Council meetings, preparing agendas and recording and publishing minutes.
- Supporting councillors in carrying out Council decisions and actions.
- Advising the Council, where appropriate, on its legal, procedural and governance responsibilities.
- Dealing with correspondence, enquiries from residents and communications with external organisations.
- Maintaining accurate financial records and administering invoices, payments and receipts.
- Preparing financial information for councillors and assisting with the annual budgeting process.
- Completing the Council's annual financial and governance returns and associated requirements.
- Maintaining records relating to Council property, assets, insurance and contracts.
- Ensuring that information required under transparency, Freedom of Information and data protection legislation is appropriately managed and published.
- Maintaining and updating the Parish Council's website.
- Liaising with Chelmsford City Council, Essex County Council, contractors, suppliers, residents and other relevant organisations.
- Supporting parish projects and other matters arising from Council decisions.

The role involves attending the Parish Council's evening meetings, together with occasional additional work when required.

What the Parish Council is looking for
The Parish Council is seeking someone who can demonstrate:

- Strong administrative and organisational ability.
- Accuracy and attention to detail.
- Confidence in dealing with members of the public, councillors and outside organisations.
- Good written communication skills.
- An ability to manage financial information responsibly and accurately.
- Competence with Microsoft Office and a willingness to learn new computer systems.
- The ability to prioritise work, meet deadlines and work independently.
- Discretion, reliability and a professional approach.
- An understanding of the importance of confidentiality and good governance.

Experience of working in local government or a similar administrative environment would be useful.

A **CiLCA (Certificate in Local Council Administration)** qualification would be welcomed, but is not essential. Applicants without the qualification should be willing to undertake appropriate training, with support from the Council.

What the Council provides
The successful candidate will benefit from:

- A predominantly home-based role with flexible working arrangements.
- Salary in accordance with the stated NJC scale.
- Annual leave entitlement in line with the applicable NJC arrangements.
- Support for relevant training and continuing professional development.
- A paid handover period to help ensure a smooth transition into the role.

Applying
If you are interested in becoming the Clerk and Responsible Financial Officer for West Hanningfield Parish Council, please send:

1. A current CV
2. A covering letter outlining in detail your interest in the position and explaining how your experience and skills would enable you to undertake the role.

Applications should be sent to:
West Hanningfield Parish Council
Email: clerk@westhanningfield-pc.gov.uk

Closing date: 15th October 2026
Previous applicants need not apply.

Interviews will be arranged following the closing date.

West Hanningfield Parish Council welcomes applications from candidates with relevant experience as well as those seeking to develop their career within parish and local government administration.