

ALTON PARISH COUNCIL



ALTON PARISH COUNCIL-Clerk and Responsible Finance Officer

A vacancy has arisen due to the retirement of the clerk for a parish clerk.

Parish Profile.

The Parish serves a community of approximately 560 households, with a precept of circa £20,000. It maintains a cemetery and is governed by 9 elected councillors.

Purpose of Role.

The Parish Clerk is the Proper Officer of the Council and its Responsible Financial Officer (RFO). S/he is the principal executive and advisor to the Council, ensuring that its decisions are lawful, effectively implemented, and financially sound. Alton Parish Council seeks a motivated, IT-literate individual for this part-time role (8 hours per week), salary within the range £31,537 to £35,412 pro-rata, depending on experience.

Permanent contract subject to a three-month probationary period.

Closing date for applications: Friday 30th January 2026. Interviews commencing first week in February 2026 by agreement.

Interested? Further information below.

Alton Parish Council Vacancy for a Parish Clerk

Key Responsibilities

Governance & Administration

- Act as Proper Officer, preparing agendas, reports, and minutes for Council and committee meetings.
- Provide professional advice to councillors on lawful decision-making and good practice.
- Ensure compliance with statutory requirements, Standing Orders, and Financial Regulations.

Financial Management

- Serve as Responsible Financial Officer, managing the precept and other financial transactions.
- Prepare budgets, monitor expenditure, and maintain accurate financial records.

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- Arrange for internal and external audits and report financial information to councillors.

Cemetery Management

- Administer cemetery records, plot allocations, and interments.
- Liaise with funeral directors, families, and contractors.
- Ensure cemetery grounds are maintained to a respectful standard.

Community Engagement

- Act as the first point of contact for parishioners, responding to queries and concerns.
- Support councillors in developing community initiatives.
- Maintain the Parish website, noticeboards, and communications.

Council Support

- Implement decisions of the Council and manage contracts with suppliers and service providers.
- Support councillors in training and development.
- Maintain records, archives, and statutory registers.

Skills & Attributes

- Strong organisational and administrative skills.
- Financial literacy and experience in budget management.
- Excellent communication and interpersonal skills.
- Ability to work independently and proactively.
- Knowledge of local government law and procedures (training can be provided)
- Computer literate, able to use office based systems like Microsoft Word, Excel and email.

Terms

Location: Home-based with attendance at Council meetings and site visits as required.

Temporary Additional Duties

Provide Parish Clerk support to Section 106 Sub-Committee dealing with the Playing Field/Play Ground project initiated in 2025. Remuneration in line with the equivalent hourly salary rate will be considered for time spent by the Parish Clerk in excess of contracted hours when engaged with Section 106 Sub-Committee duties.

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Application details below.

To apply email the current clerk, Selwyn Burton at clerkapc@gmail.com

Please include personal details a contact email and mobile number, also a brief resume of any qualifications and relevant background supporting your application.