



Job Vacancy -Warsop Parish Council - Proper Officer and Responsible Finance Officer to the Council ref. WPC25-01

Job Title – Proper Officer and Responsible Finance Officer

(Permanent 15 hrs per week Mon, Tue, Thurs 9.00-13.00 with remaining hours to suit the requirements of the service)

Location – Warsop Town Hall – Office Based

Salary - NJC SCP 24-28 £17.79 - £19.66 per hour based on experience & qualifications (Pay Award Pending). Enrolment in the Local Government Pension Scheme.

Application Closing Date – midnight 24 August 2025. Interviews to be held at a scheduled time on **4th or 5th September 2025** between 10.00 and 18.00 at Warsop Town Hall.

About the role

Warsop Parish Council are seeking an experienced and CiLCA qualified Parish Clerk, based at Warsop Town Hall, to lead the next phase of our development. This is a key leadership opportunity in an ambitious Parish Council delivering high quality services to our community. The Clerk will also be the Responsible Financial Officer (RFO) for the Council. The Clerk and RFO is known as the “Proper Officer”. All Parish Councils must appoint such an officer to take responsibility for ensuring the Council’s finances and financial records are properly administered.

Typical duties include preparing agendas and taking minutes of meetings, ensuring full compliance with legal, statutory and governance requirements, administering the Council’s finances, organising Council policies and procedures, gathering information to help the council make decisions, taking enquiries from residents and negotiating with other organisations. The role also includes line management of the small team of Parish Council staff.

This is a permanent role of 15 hours per week, based at the Town Hall, working Monday, Tuesday and Thursday. There is some flexibility around hours of work, usually 9.00am to 2.00pm, though attendance at Parish Council meetings and committees, which are held in the evening, is essential.

How to Apply

Application form, job description and person specification are available from theclerk@warsopparishcouncil.co.uk. Only applications on the Parish Council application form will be considered.