

WITCHAM PARISH COUNCIL

JOB VACANCY - Parish Clerk / Responsible Finance Officer

Witcham is a small rural parish near Ely in Cambridgeshire with an electorate of approximately 377 people and a total population 439 (2021 census). The Council consists of 6 councillors and is responsible for a range of local services and community facilities, notably the cemetery, Ouse Wash droves, recreation ground, play and fitness equipment, some street lighting and street furniture.

Witcham Parish Council is looking for an enthusiastic, organised person to join our small team in the day to day running of the council. The council is an equal opportunities employer and welcomes applications from candidates from a range of professional and personal backgrounds.

Responsible to: Witcham Parish Council as a corporate body.

Hours: Average 25 - 32 hours per month (Permanent position after 4 months probationary period), including attendance at all evening Council meetings and any site meetings. Council meetings are held the second Wednesday of each month excluding August and December. In addition there is an Annual Parish Meeting. Extraordinary meetings may be added as necessary.

Location: Home based, with attendance at all Council meetings and occasional site visits as required.

Salary: SCP 15-23 £16.04 to £18.44 per hour depending on qualifications and experience.

Pension: Local Government Pension Scheme

ROLE PURPOSE

The Parish Clerk is the Proper Officer and the Responsible Financial Officer of the Council and is responsible for ensuring that the Council conducts its business lawfully, efficiently and in accordance with statutory requirements, Standing Orders and Financial Regulations.

The Clerk provides administrative, procedural and organisational support to the Council and advises councillors on governance and legal matters relevant to the work of the Parish Council.

The Clerk is accountable to the Council as a corporate body and is responsible for implementing the decisions of the Council.

MAIN RESPONSIBILITIES

Council Administration

- Prepare agendas in consultation with the Chair and publish meeting documentation in accordance with legal requirements, and issue summons to Councillors.
- Attend meetings of the Parish Council and prepare accurate minutes and records of decisions.
- Implement decisions made by the Council and monitor ongoing actions.
- Maintain and securely store Council records and documents, including statutory documents.
- Maintain asset register and review and report to Council on insurance requirements.
- Manage incoming and outgoing correspondence and respond to routine enquiries.
- Ensure that the Council, as a statutory consultee, makes appropriate responses to any planning applications received.
- Maintain the Council's website and notice boards. Publish information in accordance with transparency and accessibility requirements.
- Draft quarterly newsletter and annual reports in consultation with the Council for publication.
- Ensure compliance with relevant legislation including data protection and Freedom of Information requirements.
- Support councillors with procedural and administrative matters to include local government law, procedure and best practice.
- Deal with statutory documents, drafting and implementation of policies.
- Act as Proper Officer for the Council in relation to elections, co-options and statutory notices.
- To act as the representative of the Council as required to the public, the press, district/county councils and outside agencies.
- Administer the Parish Cemetery and burial records in accordance with Council policy and relevant regulations.
- Maintain financial records and spreadsheets.
- Manage council banking, invoicing and payments.
- Assist with payroll administration using HMRC Basic PAYE Tools. Or work with external agent if it is outsourced.

- Prepare information required, including budget, precept, year end accounts, for financial reporting and annual governance processes.

The post holder may be required to undertake other duties reasonably commensurate with the role as requested by the Council

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Person Specification Parish Clerk/RFO

Essential

- Good administrative, financial and organisational skills.
- Good written and verbal communication skills.
- Competent IT skills including Microsoft Word, Excel, email and website.
- Ability to work independently and prioritise workload.
- Ability to maintain confidentiality and professionalism.
- Willingness to undertake training.
- Willingness to attend evening meetings.
- Self motivated with the ability to work independently and proactively.
- Right to work in the UK.

Desirable

- Previous administrative or local government experience.
- Knowledge of local council procedures and legislation.
- Certificate In Local Council Administration (CiLCA) qualification or willingness to study towards it early on
- Experience maintaining websites or online systems.

Applications should include a current CV and covering letter explaining why the position interests you and what you can bring to this role.

For further information please contact: Parish Clerk Sue Bell - Clerk@witchamparishcouncil.gov.uk
Closing date for applications November 13th 2026.