Fairfield Parish Council

Fairfield Community Hall,
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Hitchin, SG5 4GY

Mobile: 07415 615225
Email: enquiries@fairfieldparishcouncil.gov.uk
Website: www.fairfieldparishcouncil.gov.uk

**MAKE A DIFFERENCE IN FAIRFIELD**

# Parish Clerk & Responsible Financial Officer

**A varied, rewarding part-time role at the heart of our community.**

**HOURS**
15 hours a week (65 hours a month on average)

**WORKING PATTERN**
Flexible hybrid working, with agreed office time

**LOCATION**
Fairfield, Central Bedfordshire

**SALARY**
NJC local council scale – pt 14 – 19 (£30515 -- £33119) pro rata 15/37

Fairfield Parish Council is seeking a capable, approachable and proactive person to support the effective running of the Council and help make a positive difference to local life. As our Clerk and Responsible Financial Officer, you will combine professional council administration and financial stewardship with day-to-day contact with residents, councillors, volunteers and local organisations.

This is more than an administrative post: it is a trusted, independent role that helps turn the Council's agreed priorities into practical action, while ensuring decisions are lawful, transparent and well managed.

## What you will do

- Prepare agendas, papers and accurate minutes; organise and attend Council meetings and follow up agreed actions.
- Provide impartial advice on council procedures, governance and statutory responsibilities.
- Manage the Council's financial records, budgets, payments, reporting and annual audit processes as Responsible Financial Officer.
- Be a professional first point of contact for residents, councillors, contractors and partner organisations.
- Support councillor-led community initiatives, local consultations, grants and events through proportionate administration and coordination.

## Who we are looking for

You will be highly organised, confident with numbers and digital systems, an excellent communicator and able to work independently with discretion and sound judgement. Local council experience or CiLCA would be advantageous, but we also welcome applicants with strong transferable administrative, financial and governance skills who are willing to train.

## Working arrangements and what we offer

Hours are arranged flexibly to meet Council needs, including attendance at scheduled evening meetings. Hybrid working is available, with office attendance agreed in advance. Evening meetings count towards contracted hours; any extra hours will be subject to prior authorisation and agreed payment or time off in lieu. Training and professional development will be supported.

## How to apply

**Send a CV and covering letter** explaining your suitability to enquiries@fairfieldparishcouncil.gov.uk, marking the subject "Parish Clerk Application". For an informal discussion, contact the current Clerk, Peter Evans, via the same email address.
**Closing date: 5/12/2026** **Interviews:** [To be confirmed] **Preferred start:** early 2027, by agreement

We welcome applications from all suitably qualified candidates and are committed to fair and inclusive recruitment.