



Hackleton Parish Council
Clerk and Responsible Financial Officer (RFO)

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Hackleton Parish Council is looking for an enthusiastic, community-minded and proactive individual to become our next Clerk and Responsible Financial Officer, following the retirement of our highly respected and excellent current Clerk.

This is an exciting opportunity to play a central role in supporting and strengthening our vibrant community. We are a progressive and welcoming Parish Council with a strong commitment to positive community engagement, high standards of governance and delivering projects and services that make a real difference to residents.

The Role

- Support the Council in delivering positive outcomes for the local community
- Build strong relationships with residents, local organisations and community groups
- Advise the Council on legal, procedural and governance matters
- Prepare agendas, minutes and reports for Council meetings
- Manage the Council's finances, budgets and accounts responsibly and effectively
- Ensure compliance with statutory and regulatory requirements
- Support community events, engagement initiatives and local projects
- Help identify opportunities for improvement, innovation and partnership working
- Managing two part-time grounds staff and the local cemetery

About You

- Has excellent communication and interpersonal skills
- Enjoys working with people and supporting community initiatives
- Is approachable, positive and community-focused
- Works proactive, is organised and able to use own initiative
- Is a self-starter who works well under pressure and is solutions-focused
- Has strong administrative, governance and financial management skills
- Is committed to maintaining high standards of governance and public service
- Shares our ambition to help Hackleton continue to thrive as a welcoming and connected community

Previous experience in local government or parish council administration would be advantageous, as would a CiLCA qualification.

Hours and Flexibility

- 25 hours per week, mainly home-based
- Flexible working arrangements designed to support both the Council and employee
- Some evening attendance at Council meetings required

Salary

Salary will be dependent on qualifications and experience and aligned with the appropriate NJC scale.

How to Apply

For further information and an application pack, please contact Alison Benson Clerk to Hackleton Parish Council:

clerk@hackletonparishcouncil.gov.uk

Telephone 077464 429630

Closing Date

Applications must be received by 4pm on Tuesday 16th June 2026

Hackleton Parish Council is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

www.hackletonparishcouncil.gov.uk