



MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

RECRUITMENT OPPORTUNITY

Parish Clerk & Responsible Financial Officer (RFO)

Full-time 37 hours per week, Hybrid and flexible working arrangements

Employer	Middleton Cheney Parish Council
Salary	NJC (NALC) Scale SCP 29 - 32 (FTE £39,862 - £42,839) (dependent on qualifications and experience)
Location	Home and office, some site visits required.
Working pattern	Hybrid and flexible arrangements for the right candidate, Options for remote working and providing some office open hours for the public.

About the Role

Middleton Cheney Parish Council is seeking an experienced, highly organised and motivated individual to take on the role of Parish Clerk and Responsible Financial Officer (RFO).

This is a pivotal role within the Council. As Proper Officer, you will help ensure the Council operates lawfully, effectively and transparently. As RFO, you will be responsible for the sound financial management of the Council.

You will work closely with elected councillors to support decision-making, deliver local services and help shape the future of the community.

Key Responsibilities

- Act as Proper Officer to the Council, ensuring legal and statutory compliance.
- Provide professional advice and guidance to councillors on governance and procedures.
- Prepare agendas, attend meetings including evening meetings, and produce accurate minutes.
- Implement Council decisions and manage day-to-day administration.
- Act as Responsible Financial Officer, managing all financial affairs including budget preparation, monitoring, payments, precept setting, financial reporting, AGAR and liaison with internal and external auditors.
- Manage correspondence, public enquiries and maintain engagement across a variety of community organisations.
- Maintain Council policies, records, website and transparency requirements.
- Oversee risk management, assets, contracts and insurance.
- Administration of the Council's cemetery processes

About You

We are looking for someone who:

- Has experience in local government, administration, or a similar role.
- Has strong financial management and bookkeeping skills.
- Demonstrates excellent organisational and communication skills.
- Is confident working independently and advising elected members.



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- Has good IT skills, including Microsoft Office, email and spreadsheets.
- Is able to provide updates to the parish council's website, social media and other digital media.
- Is willing to work flexibly, including attendance at evening meetings, this can be remote for the right candidate.
- Is committed to continuous professional development, learning and training.

Desirable:

- CiLCA qualification, or willingness to obtain it.
- Experience working with parish or town councils.
- Knowledge of local government law and procedures.

What We Offer

- Flexible working arrangements.
- A varied and rewarding role at the heart of the community.
- Training and professional development opportunities, including CiLCA support.
- A supportive working environment with committed councillors.

How to Apply

For an application pack, please contact: Pip Davis, clerk@middletoncheney.org.uk

Closing date: 8th July 2026

Interviews: Interviews are expected to be held the week commencing 13th July 2026. The Council may offer interviews in advance of this date.

Additional Information

- The successful candidate will be expected to work flexibly to meet the needs of the Council.
- The role includes attendance at evening meetings, typically on a regular monthly cycle for both full Council and standing committees.
- The postholder will be expected to uphold high standards of integrity, professionalism and impartiality.

Serving the people of Middleton Cheney