



Vacancy for Clerk/RFO to Covingham Parish Council

An opportunity exists for the position of Clerk and Responsible Financial Officer to the Parish Council. This demanding and varied role is at the heart of the Parish Council, and the successful applicant will play an integral part in ensuring it fulfils its obligations, both statutory and to the residents of Covingham.

The Clerk is the Proper Officer of the Council; a role which encompasses the appropriate administration of all Parish Council papers and meetings; the accountancy function for the finances and is the legal advisor to ensure that the Council acts in a lawful manner.

In addition to the normal statutory duties, the Clerk will be expected to provide support and guidance to Councillors in implementing new initiatives, introducing and updating policies and procedures, keeping the Parish Council up to date with changes to the legal framework under which it sits, and to undertake project work as and when required. He/she must be self-motivated, self-disciplined, able to work to tight deadlines, with attention to detail to ensure 100% accuracy at all times.

This is an interesting role for a highly motivated individual with excellent management and organisational skills. Applicants must be computer literate, have demonstrable skills showing a high level of expertise in word and excel, knowledge of running a simple payroll and preferably CiLCA qualified or experienced in local council administration. However, applicants with relevant transferable skills will be considered as training and support can and will be provided.

Due to the nature of the role, as the majority of the work is generated by the monthly meeting, this is a home-based role of 50 hours per calendar month initially. The successful applicant will be required to attend the monthly Parish Council meeting, which is held on the first Monday of the month in the evening, and other ad hoc meetings as and when needed.

How to apply:

Please send a copy of your CV with a covering letter including the details of two referees to the Chair, email gareth.hawkes@covingham-pc.gov.uk or for further information and/or an informal chat please telephone Gareth Hawkes on 01793 641595

Closing date for applications is Tuesday 30th September 2025. Please note that should a suitable candidate come forward, interviews may be held before this date.