



Vacancy: Responsible Financial Officer (RFO) East Hanney Parish Council

East Hanney Parish Council is seeking to appoint a motivated and conscientious individual to the statutory position of Responsible Financial Officer (RFO)

About the Role:

The RFO is responsible for managing the Council's financial records, ensuring compliance with relevant legislation, and supporting councillors with budget monitoring and financial planning. The successful candidate will work closely with the Parish Clerk and Council members.

Key Responsibilities:

- * Prepare and manage the annual budget
- * Maintain accurate financial records and accounts
- * Process invoices, payments, and payroll (currently external bureau)
- * Prepare and present financial reports for Council meetings
- * Bank Account management
- * Ensure compliance with financial regulations and audit requirements
- * Submit annual returns and VAT claims
- * Maintain the Council Asset register.

Skills and Experience:

- * Strong numeracy, administrative and IT skills
- * Experience in bookkeeping, budgeting, accounting, or finance (preferably holding or working towards CiLCA)
- * Proficiency in Microsoft Excel and financial software – (preferably Scribe & Sage)
- * High level of integrity and attention to detail
- * Able to work on own initiative
- * Good communicator – ability to explain financial data clearly to councillors, auditors and the public

Position Details:

Part-time 8 hours per week (flexible hours- ideally over 2 weekdays), home-based with regular attendance at the monthly Council and occasional finance meetings

Salary: In line with NJC pay scales, depending on experience and qualifications, plus Pension contribution for eligible applicants.

Start Date: Immediate or ASAP

Application Deadline: 15th September 2026

How to Apply:

Please email your CV and a covering letter outlining your suitability for the role to clerk@easthanneyparish.gov.uk
For more information or an informal discussion, contact Lisa at clerk@easthanneyparish.gov.uk