Parish Clerk and Responsible Financial Officer (RFO)

Hours: 25-30 hours per week (0.67-0.81FTE), including some evenings

Salary: SCP33 to SCP36 (£44,075 - £47,181 paid pro rata)

Holidays: 25 days per year plus statutory and bank holidays (pro-rata)

The council offers membership of the Local Government Pension Scheme

Harbury Parish Council is seeking to appoint an enthusiastic and friendly parish clerk. Harbury is a large and attractive parish in South Warwickshire, with a population of c.3000 people, and has a busy and proactive parish council. The clerk will work with the ten elected parish councillors and oversee the smooth operation of all council business. The role is varied and interesting. The clerk is often the public face of the council, a first port of call for residents who wish to bring matters to the council's attention. At the same time the clerk manages all the administration of the council, including its finances and legal compliance. We are looking for someone with the right blend of skills, knowledge and experience to take on this challenging but rewarding role.

The role is part-time, and can involve flexible working, but it will entail regular advertised hours in the parish council office. You will also be required to attend all parish council meetings, which are held early evening on the 4th Thursday for the month (except August and December).

The ideal candidate will have a proven record of success and experience working in the local government sector, but more importantly will demonstrate a real interest in the village and a dedication to delivering services of the highest quality to residents, businesses and visitors to Harbury.

To apply for this post, please download the application form, person specification, and detailed job description from our website www.harbury-pc.gov.uk or email clerk@harbury-pc.gov.uk to request the recruitment pack. For an informal chat, please contact the current clerk, Alison Biddle, on 01926 614646 or email as above.

Closing date: Sunday, 26 April 2026