



Clerk to Wentworth Parish Council - Job Vacancy

Job Title: Parish Clerk / Responsible Financial Officer (RFO)

Employer: Wentworth Parish Council

Location: Wentworth (Rotherham) with much of the work being undertaken from home, as necessary, with mandatory attendance at evening meetings.

Part-time: The post is up to 20 hours per month, to be agreed with the successful applicant; the hours to be worked flexibly based on the needs of the Parish Council, the salary is in accordance with the nationally agreed scale depending on qualification and experience.

About the Role: Wentworth Parish Council is seeking a proactive, community-focused individual to serve as our Parish Clerk and Responsible Financial Officer (RFO). This is a varied and highly rewarding role at the heart of the local community, working closely with elected Councillors to deliver services, improve facilities, and engage with residents.

Key Responsibilities:

- **Council Administration:** Prepare agendas, attend and minute monthly evening meetings, and ensure all decisions are implemented legally.
- **Financial Management:** Manage the Council's budget, maintain financial records, prepare reports, process payments, and ensure compliance with auditing standards.
- **Statutory Compliance:** Act as the Proper Officer of the Council, ensuring all business is conducted lawfully and in accordance with standing orders.
- **Community Engagement:** Act as the primary point of contact for residents, local authorities, and contractors.

About You:

- **Skills:** Excellent communication, organisational, and administrative skills. IT literacy (Microsoft Office, email, and basic finance packages) is essential.
- **Knowledge:** Understanding of local government law and procedures (and a willingness to learn).
- **Qualifications:** The Certificate in Local Council Administration (CiLCA) is highly desirable. If you do not hold CiLCA, you must be willing to undertake training.

How to Apply: Please submit your CV and a covering letter detailing your suitability for the role, headed "Clerk Recruitment", to Cllr.brendan.mcnamara@wentworthparish.gov.uk by 22nd June 2026.

The Parish Council aims to hold interviews on the 6th & 7th July 2026.