

MILVERTON PARISH COUNCIL

PARISH CLERK/RFO VACANCY

Milverton Parish Council are seeking to appoint a Parish Clerk/Responsible Finance Officer (RFO)

The Parish Clerk is responsible for the smooth running of the Parish Council. Responsibilities include receiving and dealing with correspondence and distributing accordingly, organising meetings, drawing up agendas, attending meetings (12 meetings a year), writing minutes, responding to Planning applications, updating the Parish Website and administering and maintaining Parish Council records.

As RFO the Clerk will also be responsible for recording all income and expenditure, preparing monthly and year end accounts; and completing and submitting the annual return to the auditors.

The Clerk works from home and should have a working knowledge of Word and Excel. This is a salaried part-time role based on an average of 15 hours per week, spread over the year.

Meetings are held at the Victoria Rooms, Milverton on the 1st Monday of the month at 7pm.

The ideal candidate would have some experience/qualifications in general finance and administration. Although not essential, an understanding of local authority organisation and management would be an advantage. The PC would consider supporting training to CilCA standard (Certification in local Council Administration). Starting salary will reflect the national recommended salary scale between SCP 24-30, subject to qualifications and experience.

Please contact the Clerk (clerk@milvertonparish.gov.uk) for an Application Pack

The closing date for applications is 20 February 2026