Withyham Parish Council **Role: Responsible Financial Officer (RFO)**

Salary: £17.47–£19.47 per hour (NJC SCP 20–25) depending on experience.
Permanent | Part-time | 9 hours per week (annualised)

Withyham Parish Council is seeking an organised, experienced and reliable Responsible Financial Officer (RFO) to manage the Council's financial affairs and ensure the proper administration of public funds.

This is an important role within the Council. You will work closely with the Parish Clerk, taking responsibility for the day-to-day financial administration of the Council and providing accurate financial information and advice to support sound financial management and decision-making.

The RFO is a statutory appointment under Section 151 of the Local Government Act 1972 and carries responsibility for ensuring the proper administration of the Council's financial affairs.

Key Responsibilities

- Maintain the Council's financial records and accounting systems.
- Manage receipts, payments, invoices and bank reconciliations.
- Prepare the annual budget and precept request.
- Monitor expenditure and income against the approved budget.
- Prepare financial reports for Council and the Finance Committee.
- Prepare VAT returns and year-end accounts.
- Manage internal and external audit requirements and the Annual Governance and Accountability Return (AGAR).
- Maintain the Council's financial controls, risk assessments and asset register.
- Oversee the Council's insurance arrangements from a financial perspective.
- Administer the Council's grants programme and monitor grant expenditure.
- Liaise with outsourced payroll and pension providers, ensuring accurate financial information, payments and accounting records.
- Ensure financial procedures comply with relevant legislation, regulations and proper accounting practices.
- Prepare agendas and minutes for quarterly Finance Committee meetings.

About You

You will have experience in financial administration and accounting, with the ability to manage financial records accurately and work independently.

You will need:

- Good knowledge of financial management and accounting procedures.
- An understanding of budgeting, financial controls and audit requirements.
- Confidence using accounting software and Microsoft Office.
- Good numerical, organisational and analytical skills.
- The ability to communicate financial information clearly to councillors and officers.
- A methodical approach and a high level of accuracy.
- The ability to manage your workload and meet deadlines.
- Integrity and the ability to handle confidential financial information.

Experience in local government, parish council finance or the public sector would be advantageous. A relevant finance or accounting qualification and knowledge of local council accounting would also be desirable.

About the Role

You will be based at Withyham Parish Council's offices at The Old Station, Groombridge.

The position is for 9 hours per week, annualised. Some flexibility will be required to accommodate financial deadlines and occasional evening Finance Committee meetings.

What We Offer

- A permanent, part-time position.
- Appropriate training and professional development.
- A supportive working relationship with the Parish Clerk and Deputy Clerk.
- The opportunity to play an important role in the financial management of the local community.

Withyham Parish Council is committed to equality of opportunity and welcomes applications from all suitably qualified candidates. Reasonable adjustments will be considered throughout the recruitment process.

To apply:

The full Job Description and Person Specification are available as part of the recruitment pack and can be requested by emailing clerk@withyhamparishcouncil.gov.uk

Please submit a completed application form by 5.00pm on Friday 20 November 2026, explaining your relevant experience and suitability for the position.

Interviews are expected to take place during the weeks commencing 30 November and 14 December 2026. Applicants invited to interview will be contacted with further details.