

Kingsclere Parish Council

Hampshire



Responsible Financial Officer

Exciting Part Time Opportunity with Kingsclere Parish Council:

Financial Officer Role. 10 hours per week | Flexible work conditions

Pay..... pro rata, negotiable depending on qualification and experience

Are you looking for a flexible, permanent part-time job that allows you to work both from home and in the office, while making a difference in your local community?

Kingsclere Parish Council is seeking a **Responsible Financial Officer** (RFO) to join our team and play a vital role in managing the Council's financial affairs.

About us – Kingsclere is a large village in northern Hampshire adjacent to the border with Berkshire. Kingsclere is located near to Watership Down the setting of Richard Adams' 1972 novel of the same name. The Parish has approximately 1500 electors and benefits from a long-established friendly village culture with many local organisations and volunteer groups.

The village has a selection of local shops and businesses, healthcare services, a primary school and varied outdoor facilities. The Council (KPC) has 9 seats and Full Council schedules 10 meetings per year, we also hold various committee meetings throughout the year, KPC manage allotments, 2 cemeteries and maintains about 14 acres of land within the parish. The village also has a Neighbourhood Plan, and parts sit within a Conservation Area.

About the Role

As our Financial Officer, you'll work closely with the Clerk to the Council, contractors, and Councillors to ensure the smooth day-to-day running of the Council and successful delivery of key projects. While specific financial qualifications are not required, a proven background in budgeting and financial control, a conscientious approach, and a willingness to learn are essential. The Parish Council works on Advant Edge Software therefore knowledge of this package would be advantageous but not essential. Full training on our sector-specific accounts software can be provided.

Key Responsibilities:

- Preparing monthly financial reports for Council information and approval.
- Ensuring all spending is pre-approved and compliant with Council policies.
- Managing banking, signatories, including reconciliations, VAT reclaims, budgeting, and forecasting.
- Overseeing all payments and ensuring timely and accurate processing.
- Completing internal and external audits by providing necessary data.
- Writing financial reports to present project options, with clear breakdowns of financial information.
- Completing Payroll, PAYE, Salary calculations, Time Sheets. Holidays
- Enrolment and management of all Staff Pension Schemes
- Sourcing quotes, application and management of grants and donations, and overseeing the precept.
- Occasional posting on the website and social media platforms (training provided).

- Awareness and compliance of all Council's Policy's, in particular Financial Regulations, Standing Orders and all Terms of Reference for Committees
- Management of Utility Contracts and Insurance Policies
- Management of the Councils Asset Register

What We're Looking For:

You will have experience in a financial background and are also required to have proven organisational, administrative, communication and IT skills, together with the required budget control knowledge. You will need a commitment to public service and community focus, and the drive to move the Council's services forward in challenging times. The ability to work efficiently and effectively under pressure and on your own initiative.

Previous Local Government / Public Sector financial experience is desirable, and you will hold a Financial Introduction to Local Councils Administration (FILCA) or be prepared to qualify within the first 2 years of your employment.

Attendance at evening meetings will be a requirement. The Councils meetings are usually held on Monday evenings. (approximately 16 per year) You would need to spend at least half your hours in the office each week to work alongside the Clerk.

You will be based at the Parish Office in Kingsclere where free parking is available nearby, you will be entitled to **23 days annual leave plus 2 statutory days and public holidays pro rata for Part Time Employees.** You will also be able to join a workplace pension scheme.

For more information and a copy of the full job description and a person specification please contact the Clerk to the Council at clerk@kingsclere-pc.gov.uk. To apply please send your CV and covering letter detailing why you are applying for the role to the Clerk on the email address above.

The closing date for applications is **24th October 2025**

Interviews will be held in the week commencing **3rd November 2025**

We look forward to hearing from you.