

Responsible Financial Officer

Kingsclere Parish Council



We are looking for **Permanent, Part-Time Responsible Financial Officer**
10 hours a week with the option for a Workplace Pension

Salary -A market rate based on experience.

Key Responsibilities and Background

- Manage and monitor the Council's finances, including budgeting, reporting, and financial control.
- Ensure compliance with statutory financial regulations.
- Manage Payroll and HMRC requirements
- A proven background in budgeting and financial control.
- Strong organisational, IT and communication skills.
- Experience with **AdvantEDGE Finance Software** an advantage, but training will be provided.

For full Job Description contact the Parish Office at clerk@kingsclere-pc.gov.uk

To apply

Please send your CV and a covering letter to the Clerk to the Council at clerk@kingsclere-pc.gov.uk

Closing Date for applications - 24th October 2025

Interviews will be held week commencing 3rd November 2025.