

SANCREED PARISH COUNCIL

Clerk & Responsible Financial Officer (RFO)

Location	Home-based · Sancreed, Cornwall
Hours	Approximately 30 hours per month (flexible)
Contract	Part-time, permanent
Salary	LC1, SCP 5-11 (NALC/SLCC National Pay Scale), dependent on experience and qualifications
Closing date	Friday 22 August 2026, 12 noon
Interviews	Friday 28 and Saturday 29 August 2026

About the role

Sancreed Parish Council is seeking an organised, enthusiastic and dedicated Clerk and Responsible Financial Officer (RFO) to support the Council in serving the rural community of Sancreed, west Cornwall.

This is a rewarding part-time role offering genuine flexibility. The majority of the work is home-based, with attendance required at Full Council meetings (held on the third Tuesday of every month) and occasional site visits or training events.

About Sancreed Parish Council

Sancreed is a small but active parish in the Penwith area of West Cornwall, covering the settlements of Sancreed, Newbridge, Drift and Catchall. The Council is made up of ten dedicated Councillors who work hard for their community on matters including planning, amenities, public rights of way, and the environment. The Council is well-established with experienced Chairs and Vice-Chairs in place to support the new post holder, and is committed to good governance, transparency and professional development.

What the role involves

As Clerk you will be the Council's Proper Officer, responsible for ensuring that the Council operates lawfully, transparently and effectively. As RFO you will manage the Council's finances, including the annual budget, payment schedule, bank reconciliation, and the Annual Governance and Accountability Return (AGAR). Day-to-day, you can expect to:

- Prepare agendas, reports and minutes for Full Council meetings
- Handle correspondence and implement the Council's decisions
- Manage planning consultation responses and monitor Cornwall Council decisions
- Maintain the Council's website, noticeboards and social media presence
- Prepare monthly finance reports, process payments and maintain financial records
- Prepare the annual precept submission and AGAR
- Support Councillors with training, guidance and day-to-day queries

What we are looking for

You do not need to be a qualified Clerk to apply. We are equally happy to hear from experienced Clerks and from motivated individuals who are new to the role. Full support will be given, and the Council will support you to work towards the Certificate in Local Council Administration (CiLCA) if you do not already hold it. We are looking for someone who:

- Is highly organised, with strong written communication and attention to detail
- Is confident managing financial records and working with spreadsheets
- Can work independently and meet deadlines without close supervision
- Is committed to transparency, good governance and serving the community
- Is willing to attend evening meetings

"I cannot recommend this post highly enough. The Parish Council has been a super employer, and the post offers varied and interesting work. The opportunity to work from home, work flexibly, and to attend one regular meeting per month has meant that this has been one of the best jobs I have had. The Councillors are friendly and work hard for their community."

— former Clerk to Sancreed Parish Council, 2025

How to apply

Please complete the application form and return it, together with a covering letter addressing the Person Specification, to:

Email: clerk@sancreed-pc.gov.uk

Post: The Chair, Sancreed Parish Council (address available on request)

A full job description and person specification are available at www.sancreed-pc.gov.uk. For an informal conversation about the role, please contact the Interim Clerk at clerk@sancreed-pc.gov.uk.