Parish Clerk & Responsible Financial Officer (RFO)

Ennerdale & Kinniside Parish Council

Ennerdale & Kinniside Parish Council is seeking to appoint a Parish Clerk and Responsible Financial Officer to undertake the day-to-day administration and financial management of the Council.

The parish is set in a beautiful part of west Cumbria, lying largely within the Lake District National Park. It is an interesting and varied role, offering the opportunity to support a small rural community and its local Council.

The position:

- Hours: approximately 5 hours per week
- Salary: LC1 (above substantive), SCP 13–17 (£15.56-£16.61), depending on experience and qualifications.
- Six scheduled Council meetings per year (bi-monthly), plus the Annual Parish Meeting
- A laptop will be provided.

The role includes:

- Arranging Council meetings, preparing agendas and taking minutes.
- Dealing with correspondence and general enquiries.
- Maintaining Council records and ensuring relevant statutory requirements are met.
- Managing the Council's finances, including payments, financial records, preparing and monitoring budgets.
- Providing general administrative support and advice to the Council.

The successful applicant will:

- Have good organisational and communication skills.
- Be confident using Microsoft Office, particularly Word and Excel.
- Be numerate and comfortable working with budgets and financial records.
- Be able to work independently and manage their own time.
- Ideally have some local government experience.
- Hold the CiLCA qualification or be willing to work towards it.

Previous experience as a Parish Clerk would be useful, but is not essential.

How to apply

Please submit a CV and covering letter outlining your relevant experience and suitability for the role to clerk@eandkpc.co.uk

For further information, or an informal discussion about the position, please contact the current Parish Clerk, Jane Ollerenshaw, on the above email.

Closing date: 4 December 2026