



Collingham Parish Council, Nottinghamshire

Vacancy

Clerk/Responsible Financial Officer

Accountable To	The Council
Hours	Part-time 20 hours per week
Salary	LC2 SCP 18 to 23 £16.35 to £17.85 (equivalent to £31,537 - £34,699 FT pa)
Contract	Permanent
Location	Home working and office based. Laptop and phone will be provided. Office working to be at the Council office within the Library in Collingham. Meetings are held in the evening in the Youth & Community Centre in Collingham. On site visits in Collingham will be required at times
Closing date	15 th June 2026
Interview Date	w/c 22 nd June 2026
Preferred Start Date	As soon as possible, subject to notice period

Collingham is a large and active Nottinghamshire village with a strong sense of community, a wide range of local groups, and a Parish Council committed to helping the village remain an attractive, well-managed and positive place to live.

The Parish Council is made up of residents with a broad range of experience and backgrounds, united by a shared commitment to supporting Collingham and serving the local community in a practical, constructive and non-political way.

We are looking for a capable, organised and community-minded person to take on this important role and work with the Council as we continue to deliver our statutory duties, support local initiatives and manage village assets and projects.

The role is varied and central to the effective running of the Parish Council. Key responsibilities include:

- Organising, preparing for and attending Council and committee meetings.
- Preparing agendas, reports and accurate minutes.
- Implementing Council decisions and helping to oversee projects.
- Managing the Council's finances and acting as Responsible Financial Officer.
- Managing correspondence, records, communication and file systems.
- Supervising staff and contractors where required.

- Providing clear advice to the Council and ensuring compliance with relevant legislation, procedures and governance requirements.

We are ideally looking for someone who has:

- Experience in a senior administrative role, ideally within local government, a parish or town council, or a comparable organisation.
- Strong written English, with the ability to produce clear, accurate and concise minutes, correspondence and reports.
- Good financial management skills, ideally with bookkeeping experience or qualifications. As a minimum, you should be confident using Excel to manage budgets and produce reports.
- Proficiency in Microsoft Office, including Word, Excel, Outlook, email management and electronic file storage.
- Knowledge of Wordpress beneficial.
- Good organisational skills and the ability to manage a varied workload.
- Good communication and interpersonal skills.
- Confidence dealing with councillors, residents, contractors, public bodies and community organisations.
- The ability to work independently, use initiative and manage deadlines.

In return, we offer:

- A permanent part-time contract.
- A full induction and handover period.
- Flexibility to work mainly from home and organise much of your own time.
- Training and professional development opportunities, including Council-funded support and time to work towards the CiLCA qualification.
- A collaborative, respectful and supportive working environment.
- The opportunity to play an important role in the life of Collingham and work with a positive, community-focused Council.

This is an excellent opportunity for someone who is organised, reliable and confident, and who would enjoy supporting the work of a busy and active Parish Council.

To find out more about the role, please contact:

Iain Orme, Chairperson, Collingham Parish Council

iain.orme@collingham-pc.gov.uk