



Timsbury Parish Council

Parish Clerk and Responsible Financial Officer

An exciting opportunity has arisen for a community-minded and motivated person to take on the post of Parish Clerk and Responsible Financial Officer (RFO) supporting Timsbury Parish Council, managing its many services, and aiding with new ventures for the community. Timsbury village is based in rural Somerset with a vibrant community of around 2,500 people 7 miles from the World Heritage city of Bath

The Parish Clerk and RFO is responsible for the administrative and financial management of the Parish Council affairs, ensuring statutory compliance, maintaining accurate financial records, preparing budgets and accounts for annual audit, advising the Parish Council on governance matters and attending Council meetings.

The successful candidate will need to be confident in the use of IT and standard Office software, be flexible, forward-thinking and be able to develop ideas. The role also involves supervision of the Co-ordinator of the Timsbury Community Library and the management of contracts for supplies and services.

The post is 30 hours per week and will involve some evening work. It is office-based but occasional home working will be allowed where necessary. Pay will be in accordance with the National Joint Council (NJC) LC2 pay scale SCP 18-29, depending on qualifications and experience.

Applications are invited from friendly and positive individuals who are well-organised with an eye for detail and have an interest in community life.

To request a full job description and application form, please contact Angela Wilson, Parish Clerk.
Email: parishclerk@timsburyparish.gov.uk

Further information on Timsbury Parish Council can be found at
www.timsburyparish.gov.uk/parishcouncil

Closing date for applications: 9am Friday 19th June 2026