

Wadworth Parish Council, South Yorkshire (Doncaster area)

Vacancy: Parish Clerk and Responsible Financial Officer (RFO)

Location	Home-based, within reasonable travelling distance of Wadworth
Salary	£15.56 to £16.61 per hour, dependent upon experience (LC1)
Hours	6 hours per week average, including some scheduled evening meetings
Contract	Permanent, part-time employment

Role Overview

Wadworth Parish Council is seeking a capable, well-organised Parish Clerk and Responsible Financial Officer to support good governance, clear communication and sound financial management.

Key Responsibilities

Clerk and governance duties: Prepare agendas and minutes, manage correspondence, maintain public information, support lawful decision-making and progress agreed actions.

Responsible Financial Officer duties: Manage payments and receipts, maintain financial records, support budget preparation and prepare documents for internal and external audit.

Person Specification Summary

The Council is looking for someone reliable, self-motivated and able to work independently from home. Strong communication skills, attention to detail and confidence using Word, Excel, email and basic website tools are essential.

Experience in administration, minute-taking, finance administration or bookkeeping would be an advantage. Full training will be provided for the successful candidate.

How to Apply

To request a full role description and person specification, please email Al Evans, Parish Clerk, at clerk@wadworth-pc.gov.uk

Closing date for applications: 16th October 2026