

## Advert for Parish Clerk and Responsible Financial Officer - Stinsford Parish Council

- Council Name: Stinsford Parish Council
- Role/Job Title: Parish Clerk and Responsible Financial Officer
- Salary/Pay Range: NJC LC1 spinal column points SCPs 13 – 17 (between £15.06 - £16.08 per hour in 2025/26), depending on qualifications and experience
- Hours month: 20 hours
- Closing date for applications: ????
- Contact email: [stinsfordclerk@gmail.com](mailto:stinsfordclerk@gmail.com)
- Council Website: [www.stinsfordparishcouncil.gov.uk](http://www.stinsfordparishcouncil.gov.uk)

Stinsford is a picturesque rural parish on the edge of Dorchester, known for its historic hamlets, beautiful River Frome water meadows and strong cultural links to Thomas Hardy. Its landscape blends farmland, woodland and conservation areas, while Coastland College's Kingston Maurward campus brings education and employment opportunities. With celebrated heritage sites and miles of scenic walking routes through Thorncombe Woods and along the Frome, Stinsford offers an exceptional natural setting and sense of place.

Stinsford Parish Council is seeking a part time Parish Clerk/Responsible Financial Officer (RFO) to provide administrative support for the parish and 7 councillors.

Averaging around 20 hours per month, although this may vary throughout the year, this is a flexible home-based role with monthly evening meetings. The Clerk/RFO manages day to day administration and correspondence, advises on procedures, implements decisions, and prepares and publishes agendas and minutes according to schedule. Effective diplomacy and communication skills are required.

As RFO, responsibilities include keeping accurate financial records, preparing documentation for annual auditing purposes, processing invoices and payments, and with councillors, preparing an annual budget.

The applicant needs to be reliable, self-motivated and numerate, with competent IT skills in email, Word and Excel. Mentoring and training can be provided as required.

**Location:** Predominantly home-based with attendance at monthly evening meetings held at Coastland College – Kingston Maurward campus.

**Hours:** Average of 20 hours per month

**Salary:** NJC pay scale LC1 'above substantive benchmark' range SCPs 13 – 17 (between £15.06 - £16.08 per hour in 2025/26), depending on qualifications and experience

To apply please send your current CV and a covering letter to the Parish Clerk at [stinsfordclerk@gmail.com](mailto:stinsfordclerk@gmail.com) or c/o 57 Louise Road, Dorchester DT1 2LU.

**Closing date for applications: ????**