

Kings Bromley Parish Council
Invites applications for the role of
Parish Clerk and Responsible Financial Officer.

Kings Bromley has a long history, from its pre-Norman origins as a residence of the Earls of Mercia, including in the 11th century, Earl Leofric (the husband of the famous Lady Godiva) who died in the village in 1057. The village continued its royal status as a royal manor after the Norman Conquest. The village acquired the "King's" (Bromley Regis or Kings Bromley) title because it was held by the Crown for nearly two centuries. It later passed to the Corbet family before being sold to the Agard family in 1569, and eventually to the Newton and then the Lane families.

The Role.

34 hours per month. (Pro rata SCP7 – 17. £26,403 - £31,022 – dependent upon skills and experience). Working from home.

We intend to appoint a Clerk / RFO who will be responsible for preparing agendas and minutes for our monthly meetings held on the second Thursday of each month at 7.30pm at the village hall. The successful candidate will manage the administration, website and correspondence of the Council in addition to providing advice to Councillors.

As the Responsible Finance Officer, the Clerk will: manage the banking (possible on-line in future); arrange for payment of accounts; prepare and monitor the accounts and keep records for audit, PAYE and HMRC purposes. The annual precept is approximately £21,000.

Ideally applicants will have relevant qualifications and experience together with strong organisational, communication and IT skills.

An interest in local community matters is essential and whilst experience of local authority administration would be preferred, training and support will be provided.

A Job Description can be downloaded from the Parish Council website. A maximum two page application summarising relevant skills and experience for this role is required and should be emailed to the chair, Councillor Colin Davies.

Email colin.davies@kingsbromley-pc.gov.uk

The closing date is Monday 1st December 2025. Interviews are expected to take place week commencing 8th December with the successful candidate being required to take up the role on 1st January 2026.

The Council is committed to ensuring equal opportunities for all. If you require any reasonable adjustment to be made for interview please let the Chair know.