



RESPONSIBLE FINANCE OFFICER

FRESHWATER PARISH COUNCIL

Closing date

12th July 2026

Location

Freshwater, Isle of Wight

Hours of work

Part-time 7 Hours per Week

Salary

Hourly Rate of £23.92 (Negotiable depending on experience)

Freshwater Parish Council is seeking an experienced and qualified Responsible Financial Officer (RFO) to manage and oversee the Council's financial administration. This statutory role is central to ensuring the Council's finances are managed in accordance with local government legislation and best practice.

Working closely with the Clerk, you will provide proactive financial management and governance support, helping ensure the Council's financial sustainability and compliance.

Duties and Responsibilities:

1. To occupy the position of Responsible Financial Officer under S151 of the Local Government Act 1972 and act as the principal adviser on financial matters.
2. To assist the Clerk to the Council in the effective and proper management and control of the Council's financial affairs including:-
 - maintaining an overview of the Council's budgets
 - ensuring the Council's financial viability
 - ensuring that proper financial records and procedures are

- maintained
- providing all aspects of insurance
- ensuring that the Council complies with all requirements of Internal and External Audit
- financial reporting to the Council and Committees.
- must be able to attend relevant evening Committee meetings.
- Training will be available.

Application forms and full job description are available from the parish council by contacting the office directly, by email at clerk@freshwater-parish.gov.uk, or by phone on 01983 752000. Completed application forms and covering letter to be sent to the Clerk, Freshwater Parish Council, Memorial Hall, Avenue Road, Freshwater PO40 9UU.

Closing date for applications is 12th July 2026. Interviews will take place week commencing 20th July 2026.