



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

An exciting opportunity has arisen for a community-minded and motivated person to take on the post of Parish Clerk and potentially Responsible Financial Officer (RFO) supporting Albury Parish Council in all its ventures for the community. The parish is in rural Surrey southeast of Guildford.

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, be able to develop ideas but above all be a enthusiastic administrator.

The post is for approximately 40 hours per month, will be more concentrated around those weeks with formal meetings and will involve some evening work. Beyond attendance at meetings the work will be carried out from home.

Pay will be in accordance with the National Joint Council (NJC) LC2 pay scale SCP 18-28, depending on qualifications and experience and subject to confirmed job description. (Approximately £16-£20/hr). 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 please contact Aidan Dennis, Chair.

Email: aidan.dennis@alburyparishcouncil.gov.uk

Further information about Albury Parish Council can be found at <https://alburyparishcouncil.gov.uk/>

Closing date for applications: 9am Friday 31st July 2026