



# Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 8666

The Parish Office  
Beansheaf Community Centre  
Charrington Road  
Calcot  
Reading RG31 7AW

Tel: 0118 9454339  
e-mail: [clerk@holybrook-pc.gov.uk](mailto:clerk@holybrook-pc.gov.uk)  
[www.holybrook-pc.gov.uk](http://www.holybrook-pc.gov.uk)

## Parish Operations Manager & Responsible Financial Officer (RFO)

- Office based (with flexible working requests considered)
- 30 hours per week (job share considered)
- SCP 30–35 (£40,777 - £46,142 FTE, pro rata)

Are you an organised, proactive professional looking for a varied and rewarding role at the heart of a local community?

We are seeking a Parish Operations Manager & Responsible Financial Officer to lead the administration, governance and financial management of a busy, forward-looking Parish Council serving a population of around 7,500.

This is a pivotal role where you will:

- Act as the Council's Proper Officer and principal advisor
- Ensure the Council operates lawfully and effectively
- Act as the Council's Responsible Financial Officer, managing finances, budgets and audit processes
- Oversee community assets, including a community centre, playgrounds and public facilities
- Support councillors in delivering local priorities and services
- Evening meetings between 1–3 per month.

You will work closely with councillors, residents, contractors and partner organisations, helping to shape and deliver services that make a real difference locally.

### About You

You will:

- Have strong administrative and organisational skills

- Be confident managing budgets or financial processes
- Be able to interpret guidance and apply practical solutions
- Communicate clearly and professionally
- Be self-motivated and able to manage a varied workload

Experience in local government is desirable but not essential. Training and professional development (including CiLCA) will be supported.

### **What We Offer**

- Office based role with flexible working, including home working, considered
- Supportive Council and collaborative working environment
- Local Government Pension Scheme
- Training and development opportunities
- Excellent holiday entitlement
- Free parking at the Council Offices

**How to apply:** Please send your Curriculum Vitae and accompanying letter/email to: [clerk@holybrook-pc.gov.uk](mailto:clerk@holybrook-pc.gov.uk) or post to: The Parish Office, Beansheaf Community Centre, Charrington Road, Calcot, Reading RG31 7AW

**Apply by:** mid-day on Monday 13<sup>th</sup> April 2026

*(the Council reserves the right to close this vacancy early if sufficient applications are received. You are encouraged to submit your application as soon as possible to avoid disappointment).*

**For an application pack please contact:** Pam Kirkpatrick: [clerk@holybrook-pc.gov.uk](mailto:clerk@holybrook-pc.gov.uk). Or, if you would like to have an informal discussion about the role, please contact: 0118 9454 339.