



Vacancy for Parish Clerk and Responsible Finance Officer

Clint – Cum - Hamlets Parish Council is seeking a self-motivated enthusiastic person to take on the above role.

This is a part-time role of 4 hours per week, working mainly from home. The hours of work are flexible, except for attendance at Parish Council meetings, which is approximately five meetings per year.

Salary is in accordance with National Joint Council recommendations; pay scale SCP 13 - 17, £14.60 P/hour - £15.58 P/hour (pay award pending), dependent upon qualifications and experience.

There is also a £26.00 per month working from home allowance.

A laptop and printer are supplied. The Clerk must be IT literate and able to use the Microsoft Office suite. In addition, the Clerk must be able to store Parish Council equipment and files at their home address

Clerk Duties will include:
acting as advisor to the council,

- preparing agendas,
- minute taking,
- and being responsible for the day-to-day running of the Parish Council.

Responsible Finance Officer duties include:

- monthly bank reconciliation,
- payment of invoices via Internet Banking
- and completion of the annual accounts.

Prior relevant experience is an advantage but training in all aspects of local government administration will be provided as required.

Please email your current CV to: clerk@clintcumhamlets-pc.gov.uk

The closing date is the 31 st of July 2025 - Noon