

Nettlestead Parish Council

Vacancy for Parish Clerk/ Responsible Financial Officer



We are looking for a community minded and committed person who can take on the role of Parish Clerk/ Responsible Financial Officer for our Parish Council.

The role is for 42 hours per month and includes attendance of the PC meetings 11 times a year (1st Thursday of the Month excluding August starting at 7.45pm). Most of the work will be home-based.

You will be responsible for assisting the councillors with the legal and financial monitoring required of a Parish Council and ensuring that the instructions of the Council are carried out.

Previous experience and knowledge of the role would be ideal, but training is available.

We are a small Parish currently served by 6 Councillors (with a vacancy for a 7th person).

If you are organised, have good communication skills and are financially aware then you could be who we are looking for!

Salary will be in accordance with Grade LC2 (national spinal column points 18-23 - £30,559 to £33,366 pro rata) depending on experience and/or qualifications with an annual review in line with performance review.

Closing Date for applications: 3rd September 2025 Interview date to be confirmed.

Applications should be made by sending a CV and covering letter to the Chair of the Parish Council: Alison Green; aeg@nettlesteadpc.org

For any further information please feel free to email.