

# THE CHARLTONS PARISH COUNCIL

## APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

**Salary within grade (SCP LC2 18 – 23 - £15.58 - £17.29 per hour)**

**Part-time (26 hours per month)**

The Parish Clerk is responsible for organising all meetings of the Council, publishing the agendas and minutes, dealing with correspondence, managing the Council website, liaising with other organisations and overseeing certain projects. In addition, as RFO, the Clerk will be responsible for all aspects of financial administration of the Council.

Suitably qualified (ideally with, or be willing to obtain, CiLCA – the Certificate in Local Council Administration), diligent and accurate, you will bring sound administrative, IT, financial and organisational skills. You will be tactful and empathetic, be flexible in approach and able to meet deadlines.

The Clerk works from home and must be computer literate. A laptop is provided and an allowance given for fixed expenses and mileage. Attendance at the evening meetings of the Council is a requirement of the position. Normal meetings take place on the 3rd Tuesday of every month (with the exception of August and December) and occasional other meetings may be necessary, but the role offers complete flexibility provided mandatory deadlines are fulfilled.

Please apply via e-mail attaching your CV with a covering letter detailing your relevant experience and interest in the role to: [clerk@thecharltons.org.uk](mailto:clerk@thecharltons.org.uk) . Potential candidates will be invited to attend the Parish Council meeting on 15th April 2025, with an interview to follow.

**Closing date for applications: [Wednesday 9th April](#)**