

Name of Council	East Farndon Parish Council
Job Title	Parish Clerk
Vacancy Statement	East Farndon Parish Council has a vacancy for a parish clerk and responsible finance officer.
Requirements	<p>Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications. The parish clerk will be responsible for the administration of the business and finances of the council.</p> <p>The post includes some evening work which includes in-person evening meetings generally held every other month at East Farndon Village Hall and occasional attendance at civic functions.</p> <p>The successful applicant would be expected to have, or be prepared to work towards, CiLCA (the Certificate in Local Council Administration).</p> <p>Candidates must be self-motivated with good organisational, communication and numeracy skills. Be comfortable working independently and have competent IT skills including knowledge of Word and Excel or similar.</p> <p>Friendly and positive outlooks are essential.</p> <p>For more detailed information on what the role can offer and how to apply, please visit: https://eastfarndon.org/parish-council-vacancies</p> <p>First round applications will close on 31st July 2025. Offers may be made before this deadline.</p> <p>EFPC welcomes applicants from all backgrounds.</p>
Salary	Salary scale LC1, SCP 7 – 12, £25,584 - £27,711 pa. pro rata. (£13.26 - £14.36 per hour) (pay award pending).
Hours	25 hours per month (approx.).
Place of work	Work from home/hybrid.
Please apply in writing to:-	
Contact	Cllr. Paul Hodgetts
Position	Staffing Committee Chair
Address	c/o Caroline Burton - clerk@eastfarndon-pc.gov.uk
Telephone	-
Closing date:	31 July 2025 (offers may be made before this deadline).

To find out about the role of the Clerk download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled "[The Essential Clerk](#)"