

Name of Council	Little Addington Parish Council
Job Title	Parish Clerk
Vacancy Statement	Little Addington 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 and occasional attendance at civic functions. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (the Certificate in Local Council Administration). He or she must be computer literate, with good communication skills. Friendly and positive outlooks are essential.</p>
Salary	Salary scale LC1, SCP 13 – 17, £28,163 - £30,060 pa. pro rata. (£14.60 - £15.58 per hour)
Hours	25 hours per month.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Lorraine Brown
Position	Chair, Little Addington Parish Council
Address	8 Dovecote Drive, Little Addington, NN14 4BE
Telephone	07530 199767
Closing date for applications:	30 June 2025

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"*](#)