

Name of Council	Scaldwell Parish Council
Job Title	Parish Clerk & Responsible Financial Officer
Vacancy Statement	Scaldwell Parish Council has a vacancy for a parish clerk and responsible finance officer starting in January. Scaldwell is a small village with a strong sense of community. The Council has 7 seats, 234 electors and a precept of £17,509.00.
Requirements	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. The post includes some evening work with monthly evening meetings. 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.
Salary	Salary scale LC1, SCP 13 – 17, £29,064 - £31,002 pa. pro rata. (£15.06 - £16.08 per hour)
Hours	35 hours per month.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Martin Kelly
Position	Chair, Scaldwell Parish Council
Address	cldr.m.kelly@scaldwellparishcouncil.gov.uk
Telephone	
Closing date for applications:	5pm on 30 th January 2026

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"*](#)