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| Name of Council | Rushton Parish Council |
| Job Title | Parish Clerk/RFO |
| Vacancy Statement | Rushton 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 16, £30,518.30 pa. pro rata. (£15.82 per hour) |
| Hours | 6 hours per week. |
| Place of work | Work from home. |
| Please apply in writing to:- | |
| Contact | Peter Hooton |
| Position | Chair, Rushton Parish Council |
| Contact E-mail | peterhooton@rushtonparishcouncil.gov.uk |
| Telephone | |
| Closing date for applications: | 5pm on 12 th June 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"](#)