

Name of Council	Spratton Parish Council
Job Title	Interim Parish Clerk and Responsible Finance Officer
Vacancy Statement	Spratton Parish Council has a vacancy for an Interim Parish Clerk and Responsible Finance Officer.
Requirements	Applications are invited from suitably qualified and experienced persons with at least 2 years local council experience. The interim Clerk will be expected to manage the business of the parish council when our permanent Clerk leaves the role on September 30th. The post is for 3 months and it is hoped that this will allow time for a handover period when the council recruits for the permanent position. In person attendance at parish council meetings is preferred as WIFI coverage can be sporadic.
Salary	Salary scale to be negotiated depending on experience.
Hours	Up to 18 hours a week (under review)
Place of work	Working primarily from home, with occasional attendance at various locations within Spratton including Spratton Village Hall and St Andrews Church Café.
For further information please call the number below.	
Please apply with CV and Covering letter to-	
Contact	Councillor Fiona Young
Position	Chair of HR Committee, Spratton Parish Council
Email	Fiona.young@sprattonpc.org.uk
Telephone	07393205249
Closing date for applications:	5pm September 11 th 2026