

Name of Council	Ecton Parish Council
Job Title	Interim Parish Clerk (6 Months)
Vacancy Statement	Ecton 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 Clerk leaves for a 6 months travel sabbatical on January 11th 2027. The post is for 6 months and the Clerk will return to her post in July 2027. The post includes some evening work, attendance of bi-monthly council meetings on the 4th Tuesday of every other month. They must be computer literate, with good communication skills. Friendly and positive outlooks are essential.
Salary	Salary scale to be negotiated depending on experience.
Hours	4 hours a week.
Place of work	Working from home.
Please apply with CV and Covering letter to:	
Contact	Shirley Wong
Position	Clerk/RFO, Ecton Parish Council
Email	clerk@ectonparishcouncil.gov.uk
Telephone	07778 444838
Closing date for applications:	5pm on 18/09/2026

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"*](#)