

Name of Council	Spratton Parish Council
Job Title	Parish Clerk and Responsible Finance Officer
Vacancy Statement	Spratton Parish Council has a vacancy for a Parish Clerk and Responsible Finance Officer.
Requirements	We would love to hear from you if you have worked as a Parish Clerk & RFO before or if you have similar experience working in a local authority setting and are ready for your next step. The parish council is happy to invest in the right candidate and would provide access to comprehensive training opportunities. It would be an advantage to have already achieved the CiLCA qualification but if not it is expected that the successful candidate would be willing to undertake this within 12 months of appointment. The parish clerk will be responsible for the administration of the business and finances of the council, including an open cemetery, two closed burial grounds and the review of a Neighbourhood Plan. They must be computer literate, with excellent communication skills. Experience with using Scribe software would be an advantage. They must be confident and approachable when dealing with councillors and members of the public. It is expected that the Clerk will have excellent time management skills and will be experienced at managing their own workload. In person attendance at parish council meetings is required, this would be monthly full council meetings and any ad hoc committee meetings and working groups. It is also expected that the Clerk will be able to attend the village for on site meetings with contractors or any other in person meetings as required.
Salary	Salary scale LC2, SCP 22-26, £18.04 - £19.96 per hour, negotiable depending on experience.
Hours	18 hours a week
Place of work	Working primarily from home, with occasional attendance at various locations within Spratton including Spratton Village Hall and St Andrews Church Café.
Additional Information	We are pleased to be able to offer a handover period with an experienced locum Clerk.
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	07393 205249
Closing date for applications:	5pm October 16th 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"*](#)