★ WE'RE HIRING! ★
PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Hours:	40 hours per month
Salary:	NJC Scale LC2, SCP 18 - 23 (depending on experience and qualifications)
Benefits:	23 days annual leave plus bank holidays (pro rata)
Location:	home based, with attendance at meetings in Guilsborough as required
Meetings:	typically, the first Wednesday of the month (except August) the day could be changed for the right candidate (subject to Council agreement)

We are looking for a **professional, organised and enthusiastic individual** to work alongside our proactive Councillors as **Parish Clerk & Responsible Financial Officer.**

Why Guilsborough?

- ☑ A small and manageable portfolio of Council assets
- ☑ Burials managed separately by the church
- ☑ Committed to paperless working, with efficient procedures to streamline admin
- ☑ Proactive, supportive Councillors who bring their own skills and experience
- ☑ Effective working groups that share the workload and drive projects forward
- ☑ A varied role with the opportunity to make a visible difference to village life
- ☑ Training and professional development opportunities

This is an opportunity to join an active Parish Council where the Clerk is a valued professional adviser and administrator, supported by Councillors who are prepared to get involved and help turn ideas into action.

For further information, please visit the Guilsborough Parish Council website or contact the Clerk on 07918329763 to discuss the role.

How to apply

Please send your CV and brief covering letter to clerk@guilsborough-pc.gov.uk by **Monday 30 November 2026.**