GLAPTHORN PARISH COUNCIL

has a vacancy for a

CLERK AND RESPONSIBLE FINANCIAL OFFICER

Applications are invited from experienced Clerks and from candidates seeking to enter the sector. No previous local government experience is necessary, as full training will be provided for the right candidate. We value professional standards, integrity and the ability to navigate a complex role over specific sector qualifications.

The role: You will be responsible for managing the council's business and finances, the 2026/27 annual precept is £20,492. You will work with the Chair and councillors to support sound decision-making, provide objective advice, prepare for and attend meetings, implement the council's decisions and manage the council's day-to-day administration and finances. You will be supported to obtain the Certificate in Local Council Administration (CiLCA) qualification.

The person: You will be highly computer literate, particularly in email, Microsoft Excel and Microsoft Word, and will have excellent communication and organisational skills. A friendly, professional and positive approach is essential.

Meetings: Attendance at evening council meetings is required. Meetings are currently held on the third Wednesday of each month at Glapthorn Village Hall, PE8 5BE

SALARY SCALE: LC2 / 18-23 SCP RANGE ANNUAL PRO-RATA RANGE: £32,578 – £35,570 HOURLY RANGE: £16.89 – £18.44
PENSION: AVAILABLE ON REQUEST
WORKING HOURS: 22Hrs PER MONTH
LOCATION: HOME BASED WITH REGULAR ATTENDANCE IN GLAPTHORN FOR MEETINGS ETC.

How to apply

In the first instance, please submit CV to David Cashmore (Chair), Glapthorn Parish Council, via email: cllr.cashmore@glapthornparishcouncil.gov.uk

This will be responded with an application form, person specification and detailed job description.

Closing date: 5pm Friday 11th December

Interviews will take place during w/c 4th January

If you are unable to attend during the stated interview period, please explain this in your covering email.

To find out more about Glapthorn Parish Council please visit https://www.glapthornparishcouncil.gov.uk/

For more information about the role of a council Clerk, read *"The Essential Clerk"*