

HULLAND WARD PARISH COUNCIL

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary within grade
(SCP 7-12 - £13.69 - £14.82 per hour)
(salary negotiable depending on experience and qualifications)
Part-time (26 hours per month)

The Parish Council is seeking a highly organised and committed individual to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent administrative, inter-personal, accounting and IT skills in order to work successfully with Councillors, external organisations, stakeholders and the community.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration the Council would be prepared to offer some financial support towards the cost of the course provided the applicant had a reasonably long-term commitment to the role), highly motivated, enthusiastic and community focused, you will bring sound leadership, administrative, communication, IT, financial and organisational skills and be flexible with the ability to work on your own initiative and be able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this post which involve working evenings.

Job Description and Person Specification are available on our website:
hullandwardparishcouncil.gov.uk

**If you would like an informal chat about the role,
please call Brenda on 07938 808730 or Arthur on 07955 475303.**

**To apply please submit your CV (no more than 2 sides of A4) to
parishclerk@hullandwardparishcouncil.gov.uk**

Closing date for applications: 5 pm on Friday 28 August 2026

Hulland Ward Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.