



## Ardingly Parish Council seeks a qualified individual to act in the combined role of **Parish Clerk & Responsible Financial Officer**

Job title: Parish Clerk & Responsible Financial Officer

Organisation: Ardingly Parish Council, Mid Sussex District, 11 Councillors

Salary: **£22,972 - £25,376 for 21 hours per week** (NALC SCP 31-35)

*dependent on experience and qualifications*)

Application deadline: **2nd July 2025**, with interviews to be held week commencing 6<sup>th</sup> July. To apply please send your CV and covering letter to:  
**[margaret.meldrum@ardingly.org](mailto:margaret.meldrum@ardingly.org)**

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### **SUMMARY**

We are advertising to fill the combined role of Parish Clerk and Responsible Financial Officer.

The Council seeks highly organised and committed applicants to undertake this key role responsible for all day-to-day organisation and management of the Council's services, facilities and finances.

You will need to be enthusiastic, flexible and community-focused with excellent administrative, interpersonal, accounting and IT skills to work successfully with staff, councillors, external organisations, stakeholders and the community.

You will be suitably experienced, ideally CiLCA (*Certificate in Local Council Administration*) qualified, to ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed. You will also be responsible for ensuring that all Council meetings are properly administered, and decisions are effectively implemented, whilst developing healthy working partnerships with key local and regional bodies.

The position is highly flexible, principally homeworking with flexibility to work out of one of the parish buildings.

The council will consider splitting the Clerk and Responsible Financial Officer roles should applicants specify this in their application.

We offer excellent nationally based terms and conditions of employment for this post.

## **DETAILS**

Further details of the job description listing the key tasks can be received upon request.

### **Hours:**

The position is 21 hours per week with scope for a degree of homeworking / flexibility. Attendance is required at a minimum of eleven evening full council meetings per year normally held on the second Wednesday of the month in Hapstead Hall 7.30 to 9.30pm and one annual meeting, all of which will form part of normal working hours. There will also be a few irregular committee meetings to organise and attend.

There will be times throughout the year when it will be busier than others and it is expected that this fluctuation will be self-managed.

### **Holidays:**

The holiday allowance is in line with the National Agreement 'Green Book' conditions of service which is 28 working days' paid annual holiday (which includes the eight public and bank holidays in England).

### **Pension:**

You will receive membership of the Local Government Pension Scheme (after the qualifying period) and receive sick pay.

### **The successful candidate must have:**

- Strong organisational, interpersonal and communication skills
- Good IT skills
- Familiarity with finance and accountancy
- Either have or be prepared to work towards the Certificate in Local Council Administration (CiLCA) or equivalent. *Training will be supported.*
- Previous experience in local government administration and finance is desirable as is experience relating to the management of project work.
- Proof of right to work in the UK
- References from previous employers