



Vacancy for a Full Time Parish Clerk & Responsible Financial Officer

East Preston Parish Council is looking for someone who is motivated and organized, with excellent administration, bookkeeping, IT and communication skills to join our team. You will need to be proactive and helpful to support our Councillors and our residents and able to work independently in the council's shopfront office.

East Preston is a popular coastal community with a vibrant community feel; the council is often at the heart of village life.

This is a key role responsible for ensuring the effective day-to-day administration of the Council and supporting councillors in delivering services to the parish.

The Clerk will act as the Council's Proper Officer and Responsible Financial Officer, ensuring the Council operates in accordance with statutory requirements and good governance. Duties include preparing agendas and minutes, managing correspondence, overseeing finances, advising councillors on governance matters and implementing council decisions.

In all of this, the Clerk will be supported by a reliable and knowledgeable team.

The Parish Council manages a number of community assets including recreation grounds, play areas, bus shelters, noticeboards and defibrillators, and responds to planning applications and consultations affecting the parish.

Although an appropriate qualification would be preferred, the Parish Council will support an applicant following appointment to study for the Certificate in Local Council Administration (CILCA) qualification.

Full time: 37 hours per week to include evening meetings as necessary.

Place of work: Council Office in East Preston, occasional meetings in other village buildings. Evening attendance at meetings.

Starting rate of pay: In excess of £45K depending upon experience and qualifications

The application form and the job description are available on request from Emily Simpson at admin@wsalc.co.uk. For any queries, Emily can be contacted on 07881 714 526.

The completed application form should be sent by email to Emily Simpson at admin@wsalc.co.uk.

Closing Date: 16th October 2026

Start Date: To be mutually agreed, but no later than 1st April 2027

Interviews: Late October, early November