## **Earnley Parish Council**

**Vacancy for Parish Clerk and Responsible Financial Officer**

Hours: 10 -12 hours per week with potential overtime.

Pay: Full time equivalent scale point 24-28 (£34,314 - £37,938) subject to experience

Pension: Local Government Pension Scheme

Holiday: 21 days + bank holidays and 2 Statutory Days (pro rata)

Closing date: 7th April 2025

Place of work: Homeworking

Earnley Parish Council is looking to recruit an experienced and enthusiastic person for role of Parish Clerk and Responsible financial Officer, with an interest in the local community. Earnley Parish Council recognises that the role of parish clerk is a vital role that ensures the smooth running of the council for the benefit of the local community.

This is an exciting opportunity to undertake an interesting and varied post supporting an active parish council, ensuring that the parish council maintains it statutory duties and has a high level of corporate governance. A flexible approach is essential as attendance at regular evening meetings is required, in addition to occasional daytime meetings and training courses. You will be working from home, all the necessary equipment will be provided.

We are seeking someone who is enthusiastic and flexible, with good interpersonal, administrative and IT skills, ensuring that key legal, financial and other governance requirements are met. If required, the successful applicant will be encouraged and given support to obtain the Certificate of Local Council Administration (CiLCA) certificate. Previous local government or planning experience would be advantageous, though not essential. The main things we are looking for are transferable skills and capabilities.

For further information on this role, please contact, Robert Carey (Chairman)

T: 07570762035 or email r.carey@earnleypc.org or visit our website [www.earnleypc.org](http://www.earnleypc.org)