

ROGATE
PARISH COUNCIL



**Rogate Parish Council needs a new
Parish Clerk/Responsible Finance Officer
Are you the person we are looking for?**

Our long-serving Parish Clerk will be stepping down from her role soon and we are now seeking to appoint her successor. We are looking for someone who is keen to make a real contribution to community life in Rogate and Rake. In this role you will use your financial and administrative skills to guide and support the council to ensure that its activities and responsibilities are carried out smoothly and effectively.

The role is part-time and would suit someone seeking flexible, home-based working. Attendance is required at full council and committee meetings, which usually take place in the early evening, once or twice a month, in Rogate Village Hall.

The role is based on an average of 14 hours per week totalling 60 hours per month (including holiday entitlement). The salary scale is based on the Local Government NALC pay scale SCP25-30 (£36,363-£40,777 pro rata), equivalent to £18.85-£21.14 per hour according to qualifications and experience.

Previous experience in local government or committee administration is an advantage, but not essential. Strong IT, administrative and financial skills are important, as is a positive and friendly outlook. We will offer training where needed and your enthusiasm to learn will be seen as an alternative to formal qualifications.

You can download the job description and application form from our website:
www.rogateparishcouncil.gov.uk or email clerk@rogateparishcouncil.gov.uk for more information.

The closing date for applications is **Sunday 8th March 2026.**

We look forward to hearing from you.