



Rear of Village Hall  
The Green  
Horsted Keynes  
West Sussex  
RH17 7AP  
01825 791919

[www.horstedkeynes-pc.gov.uk](http://www.horstedkeynes-pc.gov.uk)

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## VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCE OFFICER

**Role:** Parish Clerk & RFO

**Salary:** LC2 (29-32) £17,659 - £19,023 (pro rata)

**Hours:** Part Time 17.5 hours per week (with some evenings/weekends)  
A minimum of 4 hours per week to be office-based.

A small village based in the AONB, the Clerk will be working closely with the Chairman and Councillors of Horsted Keynes Parish Council.

The Parish Clerk's role is to manage and deliver all parish facilities effectively by implementing the Council's policies, advising the Councillors diligently and providing an effective interface between the Council and its parishioners. Attendance at all council meetings is required, as well as supporting the recreation ground trustees.

The successful applicant will be encouraged and given support to obtain the Certificate in Local Council Administration (CiLCA) qualification. Previous local government experience is not essential although would be advantageous. The key things we are looking for are transferable skills and capabilities, so do not be put off applying if you don't have experience in this sector.

### The Person

- Highly Computer literate (MS365 including Word, Excel and Teams).
- Excellent administrative and word processing skills.
- Able to work with Councillors and members of the public.
- Well-presented and a strong communicator.
- Well-organised, able to manage conflicting and pressurised deadlines.
- Flexible – able to work in the evenings and weekends if required to do so.
- Experience of Website administration advantageous.

For further information on this role, including the application form and job description please contact Sam Heynes at [clerk@horstedkeynes-pc.gov.uk](mailto:clerk@horstedkeynes-pc.gov.uk)