

## FINAL APPROVED ADVERT FOR ESALC SUBMISSION

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Hooe Parish Council is seeking a **Clerk/RFO** with a minimum of 2 years relevant experience to handle all the day to day operations for the council. This small parish in the district of Wealden in East Sussex has a village hall, recreation grounds with sports pavilion, allotments, other land assets including tenants to manage.

We seek applicants who have a proven record working in the local government sector, with experience covering those areas for which we offer a generous incremental salary within the NALC scale range stated, flexible working hours and pension provision (subject to agreement) with annual performance related increments. Experienced applicants who wish to work towards their CiLCA qualification will be considered. The role is working from home for which an allowance is paid and you are required to attend evening meetings.

Hooe Parish Council is a modern, forward-thinking council and recognises the importance of the Clerk's role. An exceptional clerk fosters an excellent council and our residents and taxpayers want the best people.

Permanent contract **12 hrs per week** (subject to review); post vacant as of **1<sup>st</sup> May 2025**.

Salary range LC26 £36,124pa FTE (**£18.72ph**) – LC41 £50,788pa FTE (**£26.32ph**)

To obtain an application form, job description and person specification, please visit [www.hooe-pc.gov.uk](http://www.hooe-pc.gov.uk). Initial applications deadline is **31<sup>st</sup> May 2025**.

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