



### **Advert For: Parish Clerk & Responsible Financial Officer (Part-time)**

Brightling Parish Council invites applications from suitably experienced candidates for the role of Parish Clerk & RFO.

#### **Key details**

- Contract: Part-time, home-based with flexible hours
- Hours: 30 per month (average)
- Meetings: Six evening Council meetings per year, plus the Annual Parish Assembly
- Start: Substantive from end of January 2026; paid training/hand-over available from December 2025
- Salary: SCP 7 (currently £13.69/hour), plus a tax-free home working allowance

#### **How to apply**

Please send a CV and a one-page covering letter to Sam Dugan (current Clerk) by 7<sup>th</sup> November 2025. Shortlisted candidates will be invited to interview in the second half of November. Appointment subject to references and right-to-work checks.

#### **Data & equal opportunities**

Application data will be processed in line with UK GDPR and retained for up to six months. We welcome applications from all sections of the community and will make reasonable adjustments for candidates with disabilities.

#### **Enquires**

A full Job Description and Person Specification are available. Please contact [clerk@brightling-pc.gov.uk](mailto:clerk@brightling-pc.gov.uk) for more information.