

Iden Parish Council: Parish Clerk and Responsible Financial Officer

Closing Date: 16th March 2026 **Hours:** 6 hours per week **Rate of pay:** SPC 22 to 28 (£17.47-£20.29 (depending on experience and qualifications)).

We are looking for someone who is motivated and highly organised. Skills required are excellent administration, communication, book keeping and IT. You will need to be proactive, supportive of our councillors and residents and take a keen interest in village affairs. You will also need to be able to work from home.

Reporting to the council you will be required to organise meetings, draft minutes, prepare documentation and follow up on actions as required. As the Responsible Financial Officer, you will manage the council's accounts and budget. You will also liaise with many other groups and organizations in this key role.

Although an appropriate qualification may be preferred, we do not consider it essential.

Place of work will be home based but there will be the requirement to attend monthly evening meetings.

The application form as well as the job description are available from Emily Simpson at admin@esalc.co.uk

Completed application forms should be sent to Emily at admin@esalc.co.uk no later than 16th March 2026. Please note the Council reserves the right to appoint a Clerk before the closing date should a suitable candidate be found.