



HADLOW DOWN PARISH COUNCIL

**Part-time Clerk and Responsible Financial Officer of the Parish Council.
Salary scale SCP 29-36 (£21.34 - £25.26 per hour), depending upon
experience and qualifications, plus membership of Local Government
Pension Scheme. 65 hours per month (equivalent of 15hrs per week)
which includes at least one evening meeting per month, working from
home and the likelihood of overtime.**

Hadlow Down Parish Council is looking to appoint a Clerk and Responsible Financial Officer with the drive, determination, organisational skills and attention to detail to manage a varied and demanding workload. This is an excellent opportunity for someone who wishes to work from home yet become involved with the life of a small rural community.

In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council. As Responsible Financial Officer you will manage the Council's accounts and budget.

Although an appropriate qualification would be preferred, the Parish Council will support an applicant following appointment to study for the Certificate in Local Council Administration (CILCA) qualification. The ideal applicant would have financial and administrative experience, an understanding of local government and be able to demonstrate enthusiasm for working with residents of a rural community.

Closing date for applications: 17:00 on Friday 2nd October 2026

Application packs are available by contacting the Clerk at Hadlow Down Parish Council via clerk@hadlowdown.org