



## Great Boughton Council

### VACANCY – Parish Clerk and Responsible Financial Officer

**25 hours per week, including attendance at evening meetings and some weekend events**

Salary between LCP2 SCP 24 – 28 (£33,024 – £ 36,648 pa) pro-rata  
(depending on experience and qualifications)

A hybrid role based at the Council Office, Vicars Cross Community Centre,  
Thackeray Drive, Chester CH3 5LP

Great Boughton Council is seeking an energetic, forward-thinking individual for the  
role of Clerk and Responsible Financial Officer (RFO).

The Clerk's role is exciting and challenging and will require a flexible approach, including  
attendance at regular evening meetings (approximately 3 per month) and occasional  
weekend working. The payment for this is reflected in the salary offered. We are looking  
for a proactive leader with

considerable administration and organisational skills, an excellent manager, leader,  
innovator and ambassador. The role includes the line management of two part time staff  
and a number of contractors.

We are looking for someone who is enthusiastic, flexible and community-focused. They  
should have a "hands on" style and sound interpersonal, administrative, financial, IT skills  
and develop relationships with elected councillors and stakeholders. The clerk is normally  
based in the parish council office with some hours of home working negotiable.

Ideally you will be a qualified Clerk or prepared to study for and attain the CiLCA  
qualification within 2 years of appointment.

If this sounds of interest to you, a job description and application form can be  
downloaded from the website [www.greatboughtonparishcouncil.gov.uk](http://www.greatboughtonparishcouncil.gov.uk)

If you would like further information about the role, please contact Kath on  
077545 65708 or email [Deputy@greatboughtonparishcouncil.gov.uk](mailto:Deputy@greatboughtonparishcouncil.gov.uk)

Please return your completed application form to  
[Deputy@greatboughtonparishcouncil.gov.uk](mailto:Deputy@greatboughtonparishcouncil.gov.uk) Closing date for receipt of applications is  
Sunday 31<sup>st</sup> August 2025 and interviews will take place during the week of 8<sup>th</sup> September.