

**MARSTON PARISH COUNCIL**

 **VACANCY**

**PART TIME CLERK/RESPONSIBLE FINANCIAL OFFICER (RFO)**

Marston Parish Council is looking for a part time Clerk/RFO to work an average of 6 hours per week, plus additional hours and evening meetings as required.

Marston Parish Council is an active council within the local community and is looking to appoint a multi skilled, flexible and enthusiastic person to join us as Parish Clerk/RFO.

Applicants should have good communication, administrative, organisational and IT skills. A good understanding of local government or willingness to learn with training is essential.

The successful candidate will work from home and be the public’s primary point of contact with the council, carry out tasks as allocated by the council and maintain the councils accounts.

Starting salary is in the region of SCP LC1 £15.06 - £16.08 per hour depending on experience.

To apply, please send your CV with covering letter highlighting your relevant qualifications, skills and experience to marion.potts@marstonparishcouncil.gov.uk

The closing date for the receipt of applications is 1st September 2025