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**CAPENHURST & LEDSHAM PARISH COUNCIL VACANCY**

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

Capenhurst & Ledsham Parish Council, a small parish council, covering two villages, is looking for part-time Clerk/RFO to work an average of 3 hours per week. There will be six evening meetings per year, with additional Saturday morning surgeries, when required.

The successful candidate will work from home, using a computer and telephone, and be the public’s primary point of contact with the council. They will conduct tasks as allocated by the council, update the website, social media pages and maintain the council’s accounts. Preferably, they will have previous experience in a local government or similar role, but full training can be given.

Our current precept is £5500 and is managed via SCRIBE accounting software.

Starting salary would be £12.85 per hour depending on experience as per LC1, scale 5-12, Local Government Services Pay Agreement 2024/25

For an informal chat about this vacancy, telephone Cllr. Ann Clowes (chair) on 07940 580383 or Cllr. Foster (vice chair and RFO) 07879 916101

To apply, please send your CV, with a covering letter, highlighting your relevant qualifications, skills and experience to:

cllr.clowes@capenhurstandledsham-pc.gov.uk

The closing date for receipt of applications is

28th November 2025

Ann Clowes Cllr.

(Chair of C&LPC)