



**CHURCH
LAWTON**
Parish Council

Vacancy

Clerk and Responsible Financial Officer

- Location:** Mostly working from home but attendance at some meetings and other visits to Church Lawton are expected.
- Hours:** 15 per week worked flexibly with evening meetings (with an average of approximately one or two a month) and occasional weekend work. Note – For the right candidate, there is some scope for this role to be contracted somewhere between 10 and 20 hours a week, with the surplus hours taken up by an assistant clerk.
- Rate:** SCP 18 to 28 depending on qualifications and experience - £31,537 to £39,152 per annum pro-rata. The rate per hour is £16.35 to £20.29.

Church Lawton Parish Council is seeking a self-motivated, enthusiastic and proactive Clerk and Responsible Financial Officer (RFO) to support the Council. The role holder will also act as chief officer for the charity, the Lawton Memorial Hall Trust, to which the council is sole trustee. (Lawton Memorial Hall is a modern community venue.)

The role is part-time and offers flexible, home-based working, although some attendance in Church Lawton will be required to support the Parish council and Trust meetings as well as other functions of the Council and Trust.

Local Government experience would be a benefit but is not essential. An understanding of both charity law and hall management support would also be beneficial although training in all aspects of the job will be offered. A high degree of computer literacy and excellent communication skills are essential.

The successful candidate will be expected to undertake the Certificate in Local Council Administration (CILCA) if not already held.

The role holder will line manage other paid staff for both the council and charity.

For more information about the role, please contact clerk@churchlawton-pc.gov.uk or telephone 07415 368470. Information is also available on the parish council website: <https://www.churchlawton-pc.gov.uk/the-council/vacancies/>

To apply, please send a covering letter and cv to: clerk@churchlawton-pc.gov.uk. **Your covering letter should clearly explain why you would like this role and what you feel you can bring to Church Lawton Parish Council.**

Please note the closing date of Friday, 5th June 2026
