

Little Budworth Parish COUNCIL

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

**Salary within grade
SPC 12 – LC1 - £477:72 p.a.) (£15:31 per hour)**

(6 hours per week)

The Parish Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, and finances. You will need therefore to be enthusiastic, flexible and community-focussed with , management, administrative, inter-personal, accounting and IT skills in order to work successfully with, Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA qualification and if not, willing to attend appropriate training courses paid by L.B.P.C. .

The post is **6 hours per week** and some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this post which involves evening and weekend attendance.

Please call Peter Robinson on 07889 081639 or email peter.pds@btinternet.com for a recruitment pack and an application form.

Closing date for applications: 30th September 2026

Little Budworth Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.