

SPROSTON PARISH COUNCIL

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Part-time (2-3 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 excellent leadership, management, administrative, inter-personal, accounting and IT skills to work with Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA qualification and have an understanding of local authority organisation and management.

The post is part time (2-3 hours per week) and attendance at our bi-monthly evening meeting is required. We offer excellent nationally based terms and conditions of employment for this post. Salary is £15-£17 per hour according to experience.

Please call Alyson Townley on 07770 275575 or email clerk at clerk@sprostonparishcouncil.org.uk for an application form.

Closing date for applications: 30th September 2026

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