

Name of Council	Spratton Parish Council
Job Title	Parish Clerk and Responsible Finance Officer
Vacancy Statement	Spratton Parish Council has a vacancy for a Parish Clerk and Responsible Finance Officer.
Requirements	Applications are invited from suitably qualified and experienced persons, ideally with at least two years experience in a similar position. The parish clerk will be responsible for the administration of the business and finances of the council, including a cemetery. The post includes some evening work and occasional attendance at civic functions. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (the Certificate in Local Council Administration). He or she must be computer literate, with excellent communication skills. They must be confident and approachable when dealing with councillors and members of the public. It is expected that the Clerk will have good time management skills and will be experienced at managing their own workload. In person attendance at parish council meetings is required, this would be monthly full council meetings plus ad hoc committee meetings and working groups. It is also expected that the Clerk will be able to attend the village for on site meetings with contractors etc.
Salary	Salary scale LC2, SCP 22-26, £17.47 - £19.32 per hour
Hours	18 hours a week (under review)
Place of work	Working primarily from home, with occasional attendance at various locations within Spratton including Spratton Village Hall and St Andrews Church Café.
For further information please call the number below. Please apply with CV and Covering letter to-	
Contact	Councillor Fiona Young
Position	Chair of HR Committee, Spratton Parish Council
Email	Fiona.young@sprattonpc.org.uk
Telephone	07393205249
Closing date for applications:	5pm September 11 th 2026