Vacancy - Parish Clerk

**Wiswell Parish Council Require a Parish Clerk & Responsible Financial Officer**

Wiswell Parish Council is a small Parish Council with an annual precept of £9750 per annum. We are seeking to appoint a Clerk and Responsible Financial Officer (RFO). We anticipate that initially the role will be for 6 hours per week paid at an hourly rate of £16.08 per hour (NALC / SLCC pay scale 17). We will also pay travelling expenses for journeys completed on council business (45p per mile) and a working from home allowance of £4 per week

The role is well suited to either an experienced Clerk or to a person that is completely new to this role but has the personal skills, experience, knowledge and attributes outlined in the person specification albeit in a different context to that of Clerk. In the case of the latter we will broker mentoring support and guidance from an experienced Clerk and RFO. In addition, the Parish Council will support requests for further professional development as required within current financial constraints.

* Application deadline is **Saturday 1st November 2025**
* This is a permanent, part-time position working from home with attendance at council meetings. There are six council meetings per annum.

For additional information, including job description and person specification please email Councillor Stephen Houghton. **stephen.houghton@wiswellpc.org.uk**

Those wishing to apply for the post of clerk should send a brief CV, (including E mail contact details of two references), and a supporting letter by Email to the Chair of the Parish Council Stephen Houghton.

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