



Self-Employed Locum Parish & Town Clerks

Location: Cumbria Area (potential for remote working attending virtual meetings)

Basis: Self-Employed (As-and-when-required basis)

Rate: Hourly rate dependent on the size of the council - the top point of each LC profile scale will be the hourly rate paid.

About Us:

Cumbria Association of Local Councils maintains a database of professional Locum Clerks to provide high-quality, temporary management and financial support to local councils in Cumbria during periods of transition, recruitment, or staff absence.

The Opportunity:

We are seeking experienced, independent local council professionals to join our approved locum register. When a vacancy or emergency cover need arises, registered locums will be contacted.

Core Services Required:

- Producing legal agendas, attending council meetings, and drafting minutes.
- Giving clear statutory and procedural guidance to council members.
- Managing council finance operations, bookkeeping, and audit preparation (RFO duties).
- Handling council correspondence and managing ongoing community projects.

Requirements:

- **Status:** Must be registered as self-employed and responsible for your own tax/NI.
- **Experience:** Proven track record as a Parish, Town, or Community Clerk.
- **Qualifications:** Certificate in Local Council Administration (CiLCA) or equivalent experience.
- **Skills:** Excellent IT skills, financial acumen, and ability to work independently.
- **Flexibility:** Willingness to attend evening meetings.

How to apply:

To apply, please email calc@cumbria.gov.uk for an application form, and submit your completed application form to calc@cumbria.gov.uk . For queries email calc@cumbria.gov.uk

Closing date for initial applications:

Friday 21st August

Interviews week commencing 24th August