



# **APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**Salary**  
**SCP 24 – 28 - £35,412 - £39,152 (pro rata)**  
**Part-time (20 hours per week over three days)**

The Village 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, staff, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting, able to meet deadlines and IT skills, to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), you will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

The post is part-time office-based (20 hours per week over three days) including an evening meeting on the 1st Wednesday of each month. We offer excellent nationally based terms and conditions of employment for this part-time post which involves evening and weekend attendance at times. A full UK driving license and access to a vehicle is required.

**Please telephone 01275 839873 or email [info@whitchurchvillagecouncil.co.uk](mailto:info@whitchurchvillagecouncil.co.uk) for a recruitment pack and an application form.**

**Closing date for applications: 3<sup>rd</sup> October 2025**

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