

WEST DOWN PARISH COUNCIL



Clerk & Responsible Finance Officer

West Down Parish Council is looking for a proactive and enthusiastic individual to take on the role of Clerk to the Council and Responsible Finance Officer (RFO).

Number of hours: 26 hrs per month (flexible schedule).

Salary Banding: In line with the National Association of Local Councils pay scale, and is dependent on qualifications and experience.

Start Date: 1st August 2025 (some flexibility possible).

West Down is a small parish with a population of about 700. There are 8 Parish Councillors who normally meet on the first Wednesday of each month at 7.00pm in the Parish Hall. The successful candidate will need to work from home. The Council will provide a laptop, printer and consumables.

The Clerk will be responsible for managing the day to day business of the Council, including the production of the agenda/minutes for all Council meetings, liaising with outside bodies as well as implementing Council decisions. The Clerk/RFO will also be responsible for all the financial transactions and records of the Council and the administration of its finances.

We are seeking someone with confidence, interpersonal and communication skills to deal with a wide range of people.

Prior experience of local government or committee work would be beneficial, but training and support in all aspects of the job will be provided. We work as a very supportive and friendly team.

To apply, please email your CV and a covering letter, including contact details, to the council Chairman on mike.reeves@westdownparishcouncil.org.uk

A full job description and Person Specification are available from the Chairman on request.

Closing Date for applications is 27th June 2025