

Job Advertisement

A vacancy has occurred in Ditton Priors Parish Council for a Clerk/Responsible Finance Officer to commence on or after 1st June 2026.

For this varied position, candidates must be:

- Computer literate with experience of using spreadsheets and word processing and have good internet access
- Able to travel to attend meetings and other functions in Ditton Priors and the wider community
- Numerate and have experience of dealing with accounts and budgets
- A good communicator both in person and in writing

Since the Clerk ensures correct procedures are followed and the Parish Council acts within its powers they should have previous experience working as a Parish Clerk, or in a similar administrative capacity in an organisation, and have some background in local government. Candidates without such experience must be prepared to undergo training and to study for the Certificate in Local Councils Administration.

The Clerk is responsible for preparing agendas, taking minutes, dealing with correspondence, liaising with contractors and local government officials, managing accounts, keeping cash books, preparing bank reconciliations and budgets, completing VAT returns, managing their own PAYE, organising audits and undertaking the administration of the Parish Council website.

The Clerk is required, as part of their contracted hours, to attend Parish Council meetings held in Ditton Priors village hall on the 2nd Thursday of every month (usually not August) and also the Parish Meeting held in May. Other extraordinary meetings may be arranged as necessary throughout the year.

The starting salary is based on 10 hours per week and will be between points 13-23 on the Local Government Services scale (£15.06 to £17.85 per hour, pay award pending), depending on experience and qualifications.

For further details please contact: Chair of the Recruitment Working Group, Richard Fox, on 07960 027695. To apply, please read the attached job description and person specification and send your CV and a covering letter setting out your relevant skills and experience, along with the contact details of two referees, to:

ClrRFox@dittonpriorsparishcouncil.co.uk

Applications must be received by Monday, May 4.