Clerk and Financial Officer to South Stoke Parish Council

South Stoke Parish Council wish to employ a Parish Clerk and RFO (Responsible Financial Officer) working 30 hours per month Home-Based Working.
Pay rate Local Council SCP 17 – 25 £16.61 - £19.47 p.h. depending on Qualifications and Experience, (£5,979.60 - £7,009.20, FTE £32,390 - £37,967).

The current Clerk and RFO, is a CiLCA (Certificate in Local Council Administration) qualified Clerk, with 16 years' experience, and wishes to retire next year. We are therefore seeking an experienced and ideally qualified Clerk and RFO to take over from him in 2027.

If not already qualified, it is expected that within the next three years you would obtain the CiLCA qualification yourself. The Parish Council will support and fund your fees to achieve this.

As qualified, the pay rate would reflect this and be at the top end of the above range i.e. SCP 25.

The current Clerk and RFO will support you and handover the duties through to at least 1st July 2027, in order that you are supported with the Audit and Annual Return.

South Stoke is a medium size Parish with a Precept of £24,680, which represents the majority of its regular income.

At 30 hours per month it might suit an established Clerk seeking to increase their portfolio of Councils.
Or you could be working, or have worked in a similar role, home based looking for work that fits with family commitments, or perhaps retired/approaching retirement and looking for a stimulating part-time career.
For Full Details and to find out more, visit our website
https://southstoke-pc.gov.uk/index.php/core-business/employment/
Or e-mail clerk@southstoke-pc.gov.uk