

APPOINTMENT OF HOLCOMBE PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Part time role (up to 25 hours per month) working from home and attendance at monthly meetings

Salary: NJC pay scale (SCP 7-12) paid at an hourly rate (£13.26 - £14.36) depending on qualifications & experience

Holcombe Parish Council is seeking an organised, committed and proactive person to undertake responsibility for the day-to-day organisation and management of the Parish Council's services and finances.

If you are enthusiastic, flexible and passionate about our community then we would like to hear from you. An understanding of local authority organisation and management, although not essential, would be an advantage. Efficient administrative skills together with good inter-personal skills are key requirements of the role.

The successful candidate will be expected to have or obtain within 18 months the CiLCA qualification offered by the Society of Local Council Clerks, the cost of which will be provided by the council. Further training is encouraged and supported by the Council.

We offer excellent nationally based terms and conditions of employment for this part-time post.

Please email the Clerk at clerk@holcombepc.org.uk for further information and an application pack or use the following link:

Insert link

Closing date for applications: Friday 29th August 2025

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