



# chilham parish council

serving chilham, old wives lees and shottenden

## Parish Clerk Advertisement June 2021 Parish Clerk and Responsible Financial Officer

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Chilham Parish Council is seeking to recruit a new part-time Clerk and Responsible Financial Officer. The Clerk is required to attend and to produce minutes of all Council meetings and the Annual Parish Meeting. He/She is also responsible for the day to day administration of the Council, managing the Council's finances, in accordance with Government Accounting Regulations, and providing support including document updates to the Council's website.

The position is home-based, but will require a commitment to attend face to face "ad hoc" meetings and some site visits, mostly within the Parish, and virtual meetings as required.

The Clerk needs to be organised, structured, and an effective communicator, have good IT skills, and be able to manage the Council's finances accurately and securely. Previous Clerking experience would be a strong advantage, although we will also consider qualified Clerks looking for their first role. A positive and collaborative attitude is a must

The post is based on a salary range of **SCP18-23 starting at point 18 - £24,982** and (*as part-time* is calculated by pro-rata reference to the standard working week for local government staff of 37 hours. Salary will be dependent of qualifications and experience.

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More information about the Council can be seen here:

<https://www.chilhamparishcouncil.gov.uk>

Applications please to: the Chair: Councillor Jane Martin  
[jane.martin@chilhamparishcouncil.gov.uk](mailto:jane.martin@chilhamparishcouncil.gov.uk) 07583642202

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