



Pulborough Parish Council

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www.pulboroughparishcouncil.gov.uk

for Pulborough's future

VACANCY FOR A CLERK AND RESPONSIBLE FINANCE OFFICER PULBOROUGH PARISH COUNCIL

Pulborough Parish Council is seeking applications from experienced candidates interested in undertaking this varied and interesting role, providing professional support and guidance to councillors.

We are an enthusiastic team of councillors, making every effort to engage with the community so that we can initiate and progress improvements on their behalf. We recognise the vital role the parish clerk plays in the smooth functioning of the council and the community, and we are keen to assist in promoting good governance throughout the council's activities.

You will arrange meetings, issue agendas, prepare minutes, offer advice and be the point of contact for members of the public. As Responsible Finance Officer you will also need to evidence excellent knowledge of budget setting, financial management and numerical accuracy. It is essential that the successful candidate has good interpersonal skills, is able to communicate with councillors, residents, local authorities and other agencies. We therefore need someone with good administrative and numeracy skills, able to work on their own initiative, and with current IT skills. You will need to be proactive to support our Councillors and our residents and be able to work from the Parish Office in Pulborough.

- **Full time:** 37 hours per week (but overtime may be required to work on occasions);
- **Place of work:** Office based with evening attendance at meetings (typically five evenings every month);
- **Starting rate of pay:** The salary is within the LC3 (39-41) range (£48,710 to £50,788) for a CiLCA qualified Clerk and LC3 (37-38) range (£46,731 to £47,754) for a non-CiLCA Clerk as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales depending on qualifications and experience plus Local Government pension. Non CiLCA qualified Clerks would be expected to achieve CiLCA status within 12 months of appointment;
- **Holidays:** 25 days per year in addition to normal bank and public holidays (increasing with service length);
- **Closing Date:** 28th March 2025;
- **Start Date:** It is anticipated that the successful candidate will be able to commence on or before 1st May 2025

The job description and further details can be found on our website <https://pulboroughparishcouncil.gov.uk>

If you have any queries, please contact the Locum Clerk, Paul Richards on 01798 873532.

Please send your CV with a covering letter by email to Paul Richards at reception@pulboroughparishcouncil.gov.uk