



Hartwell Parish Council

has a vacancy for a

CLERK AND RESPONSIBLE FINANCIAL OFFICER

Applications are invited from experienced Clerks and from candidates seeking to enter the sector. No previous local government experience is necessary, as full training will be provided for the right candidate. We value professional standards, integrity and the ability to navigate a complex role over specific sector qualifications.

The role: You will be responsible for managing the council's business and finances. You will work with the Chair and councillors to support sound decision-making, provide objective advice, prepare for and attend meetings, implement the council's decisions and manage the council's day-to-day administration and finances. You will be supported to obtain the Certificate in Local Council Administration (CiLCA) qualification.

The person: You will be highly computer literate, particularly in email, Microsoft Excel and Microsoft Word, and will have excellent communication and organisational skills. A friendly, professional and positive approach is essential.

Meetings: Attendance at evening council meetings is required. Meetings are currently held on the third Tuesday of each month.

Salary scale LC2, SCP 24 -28 £36,581- £40,444 (£18.96 - £20.96 per hour)
Plus 8% employers' contribution to a workplace pension scheme
24 hours per week, flexible
Working from home.

How to apply

Please apply in writing enclosing your curriculum vitae to:

Mrs Amy Holt, Clerk

clerk@hartwellparishcouncil.gov.uk

Closing date: 5pm Friday 23rd October

Interviews will be held week commencing 2nd November 2026.

If you are unable to attend on the stated interview date, please explain this in your covering email.

To find out more about Hartwell Parish Council, visit www.hartwellparishcouncil.gov.uk

For more information about the role of a council Clerk, read ["The Essential Clerk"](#)