

JEFFERYSTON COMMUNITY COUNCIL

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary within LC1 Clerk's Salary Grade Point 6 to Point 10 (starting rate dependent on experience).

Rate of Pay - £13.47 per hour to £14.35 per hour

Part-time – 20 hours on average per month

The Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent administrative, inter-personal, accounting and IT skills, in order to work successfully with Councillors, external organisations, stakeholders and the community.

Ideally you will have a sound understanding of local authority organisation and management.

The post is part-time (20 hours on average per month) and some evening meeting attendance is required.

Please call Councillor Marie Everall on 07814910236 or email her cllr.marie.everall@gmail.com for an application form.

Closing date for applications: 1 March 2026 (midnight)

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