

☀️ We're Hiring! ☀️

Parish Clerk & Responsible Financial Officer

📍 Newton and Biggin Parish Council (Rugby Borough)

🕒 Part-time approx. 10 hours a week | 💻 Home-based | 💰 £16.08 to £17.85 per hour

🎁 Benefits: Local Government Pension Scheme + paid annual leave (pro rata)

Are you organised, community-minded, and ready to make a real impact?

Join us as the heart of our council—leading admin, finance, and engagement across Newton village and Coton Park East.

You will work closely with the Chair and other councillors in a mutually supportive environment. Advice is readily available from the Chair and also from the various organisations of which the Council is a member.

🔍 What You'll Do:

- ✅ Keep council operations running smoothly
- ✅ Manage budgets, reports & audits
- ✅ Support councillors & community projects
- ✅ Be our go-to expert on governance & policy

💡 What We're Looking For:

- ✓ Admin & finance skills
- ✓ Confident communicator
- ✓ Local gov experience and CILCA qualified (preferred but not essential)
- ✓ Passion for community unity

📧 Apply by 31st August 2025

Further details available from: clerk@newtonparishcouncil.org.uk

Or on our website www.newtonparishcouncil.org.uk
