



Join Our Team as Clerk & Responsible Finance Officer

Part-Time Position (12 hours per week, Flexible)

Chadwick End Parish Council is looking for a friendly, organised, and community-minded individual to join as Clerk and Responsible Finance Officer. This is a flexible, home-based role averaging 12 hours per week, with attendance at bi-monthly council meetings and the Annual Parish Meeting. You'll also visit the village hall when needed and work closely with councillors and the caretaker to keep everything running smoothly.

Why Join Us?

You'll be part of a forward-thinking council with a wealth of business experience and a shared passion for building a strong, inclusive community. We embrace modern ways of working and value clear communication across all generations. You'll receive full support from the team and tailored training to fill any gaps in administration, legal knowledge, or bookkeeping.

What You'll Do

- Support the smooth running of the council through bookkeeping and general administration, answering emails and enquiries
- Prepare agendas and meeting papers, attend meetings, and record accurate minutes
- Update digital compliance records and maintain legal records for the village hall to ensure building standards are met
- Liaising with external service providers and contractors including obtaining quotes for planned and reactive maintenance activities.
- Use central document storage (SharePoint) to share documents with councillors for approval
- Maintain our digital presence — including updating the website, social media,
- Help us communicate effectively with all residents using a mix of methods: WhatsApp, website, email, Facebook, and traditional notice boards
- Manage hall bookings, liaise with hirers, and work with the caretaker to ensure correct access
- Be a visible, approachable point of contact for the local community
- Work with councillors to ensure governance and compliance with local government standards



About the CiLCA Qualification

As part of your development, you'll have the opportunity to work towards the Certificate in Local Council Administration, a nationally recognised qualification that helps clerks gain essential skills in governance, finance, and community engagement. This qualification will provide:

- Confidence in legal and procedural advice
- Strong financial and administrative knowledge
- Ability to support the council in meeting statutory obligations

What We're Looking For

- Organised, reliable, and proactive
- A great communicator with a friendly, approachable style
- Comfortable with social media and digital tools, including Office365 / online collaboration.
- Interested in community engagement and bringing fresh ideas
- Confident with admin and finance (or willing to learn — full training provided)
- Previous experience in local government or administration is helpful but not essential

What We Offer

- Salary aligned with the Local Government Services pay agreement (2025), based on experience
- Full training and support, including the opportunity to gain the CiLCA qualification
- A chance to make a real difference in your community

Ready to Apply?

Send your CV or covering letter explaining why you'd be a great fit to:

karenbell@chadwickend-pc.gov.uk

Questions? Email us for an informal chat — we'd love to hear from you