

# **OLD LEAKE PARISH COUNCIL**

## **APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**Salary within the national grading system as agreed by the Council  
based on experience and qualifications.**

**Part-time – Hours to be determined by the Council.**

The Parish 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, staff, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CILCA qualification although this is not essential. The successful applicant will need to commit to undertaking this qualification and further relevant qualifications which will be supported by the Council.

The post is part-time, and some evening meeting attendance is essential. We offer excellent nationally based terms and conditions of employment for this post which involves evening and weekend attendance as required.

**Please email David Dickason (Chair to the Parish Council) at [daviddcksn59@gmail.com](mailto:daviddcksn59@gmail.com) or call on 07545347177 for an application pack and an application form.**

**Closing date for applications: Monday 11<sup>th</sup> August 2025.  
Interviews to be held W/C Monday 18<sup>th</sup> August 2025.**