Vacancy: Parish Clerk and Responsible Financial Officer for Great Somerford & Startley Parish Council

This is a permanent position, 20 hours per month, working from home (with flexibility depending upon demand).

The council meets at 7.30pm on the first Wednesday of the month, apart from May (when the Annual Parish Council and Annual Parish meetings are arranged), and August and December when there are no meetings.

The salary offered is between SCP pay scale points 12-17 £14.82 - £16.08, depending on experience. There will an additional £20.00 per month working from home allowance, plus paid annual leave in lieu of annual leave.

Duties will include:

- administering all parish council meetings, including producing agendas, minutes and relevant papers
- recording and managing all income and expenditure
- managing emails and parish council correspondence
- completing the annual Internal and External audits and VAT claims
- providing advice and guidance to councillors on statutory, legal and other matters.
- liaising with the Chair / Vice-Chair on Parish Council business

Skills and experience

Candidates should have experience in administration and finance/book-keeping.

The role would ideally suit someone who has taken meeting minutes before and who has managed small accounts.

Experience in government procedures and legislation relevant to a Parish Council would be an advantage but training and support can be provided.

Proficiency in MS Word, Excel and Outlook is essential.

For candidates to have a Certificate in Local Council Administration would be an advantage but the Parish Council will offer support for training to enhance your skills and knowledge.

How to apply

Applicants should apply directly to the parish clerk (clerk.gspc@gmail.com) by Monday 19th January 2026 with an outline of their experience or a CV and the contact details of two referees.

The planned start date is 16th February 2026 to allow for a handover with the current clerk.

https://www.greatsomerfordparishcouncil.co.uk/