berrow PARISH COUNCIL

Parish Clerk and Responsible Financial Officer

Applications must be returned by Friday December 4th 2026

Hours: 20 – 25 hours per week

Annual Leave: 23 days plus bank and public holidays rising to 26 days after 5 years' service, pro-rata.

Salary Range: Negotiable to the 20 – 25 hours depending on experience and qualifications, at a scale point of the National Joint Council, plus Local Government pension scheme, to comply with auto enrolment regulations

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Berrow Parish Council is seeking to recruit a part - time, ideally qualified Parish Clerk. Managing the delivery of the council's services and facilities. The parish council values its clerk as an integral part of the Parish Council and is the Proper Officer.

We are looking for someone who is enthusiastic, flexible and community focused. They should have a "hands on" style and sound interpersonal, administrative, financial, IT skills and develop relationships with elected councillors and stakeholders. The applicant must be proficient in using the Scribe Accounts package, and internet banking. Ideally you should hold a CiLCA qualification or be willing to obtain one within 2 years of appointment.

The clerk is based in the parish council office for a minimum of 3 hours on two days of the week, but primarily working from home. Attendance is required at The Full Council meeting held on the second Tuesday of each month.

Berrow Parish Council, with an electoral roll of approximately 1,500, is a vibrant and busy parish. The parish council is active and forward-looking, managing a range of facilities that are valued by local people.

To apply, please send CV and covering email to clerk@berrowparishcouncil.org for the attention of Jim Murray by the closing date of December 4th 2026

For an informal chat please contact the clerk on 07714 300981