

VACANCY FOR CLERK TO THE PARISH COUNCIL

Boynton Parish Council is seeking an enthusiastic, efficient, and well organised individual to join the Parish Council as part time Clerk and Responsible Financial Officer. You will be the first point of contact for the Parish Councillors and will advise the Council and assist in policy formulation, prepare agendas and minutes for council meetings, manage correspondence, and implement Council decisions, act as Responsible Financial Officer preparing financial reports, managing budgets and ensuring compliance with financial regulations.

The successful candidate will have excellent organisational and communications skills, the ability to manage resources effectively, as well as a high level of numeracy and literacy and proficiency in IT and preferably familiarity with local government operations and regulations.

The role is part time with flexible hours and involves working from home, although attendance at evening meetings of the Council will also be required as well. Meetings start at 7.30pm, bi-monthly on the 3rd Monday of the month.

Hours per week are 2.5, pay scale 8-9 (£13.90-£14.13). Working from home allowance is paid at £10 per month.

If you would like more information regarding the role, or for an application pack, please contact Ruth Jackman at clerk@boyntonparishcouncil.gov.uk

Closing date for applications is 9am on Monday 20th April 2026, with interviews expected to take place w/c 27th April 2026 with successful candidate to take position w/c 11th May 2026