KESWICK & INTWOOD PARISH CLERK

APPOINTMENT OF PARISH CLERK AND RESPONSIBLE FINANCE OFFICER

Salary pro rata within National Salary Award

(SCP 13 – 17 – £15.56 – £16.61 per hour)

Part-time (6 hours per week, to be reviewed after 6 months)

If you would like to help our Council develop and deliver timely, quality and inclusive services to the local community, this post could be ideal for you.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively recorded and implemented whilst developing healthy working partnerships with local and county authorities.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), motivated, enthusiastic and community focused, you will bring sound administrative, communication, IT, financial and organisational skills to the role. As well as being flexible in approach and able to meet deadlines.

This post will involve working occasional evenings.

Please email Clerk@keswickandintwood-pc.gov.uk for further information.

Closing date for applications: 31st December 2026