



TWO MILE ASH COMMUNITY COUNCIL

Vacancy for a

Clerk to the Council and Responsible Finance Officer

The role is 10-15 hours a week with a salary range of SLCC spinal column points SCP 32-36 (£44,253-£48,738) per annum pro rata (depending on experience) plus government backed pension scheme.

The role will be home based, ideally within the local area. You will be responsible for all aspects of finance and administration of the Council, providing advice and implementing decisions of the Council, managing community services and projects.

Ideally, you will be a qualified clerk or studying for the CiLCA qualification and able to demonstrate good knowledge of local government procedures, (as they relate to Parish & Town Councils), including sound knowledge of good financial practice and the law, with the ability to work independently and effectively with good IT skills.

Closing date for applications: Friday 23rd October 2026

Applications should be on the Council's Application Form (available from the website) <https://twomileash-cc.gov.uk/> and returned to:

Email: clerk@twomileash-cc.gov.uk