



Helmdon Parish Council has a vacancy for a

## **Clerk to the Council**

Applications are invited from experienced Clerks or those seeking to enter the sector. No prior local government experience is necessary as full training will be provided for the right candidate. We value professional standards, integrity, and the ability to navigate a complex role over specific sector qualifications.

You will be responsible for the management of the business and finances of the council. Duties will include attendance at evening council meetings, which are currently held on the fourth Wednesday of the month. You will be supported to obtain the Certificate in Local Council Administration (CiLCA) qualification. You must be very computer literate (particularly E-mail, Excel, and Word) and must have excellent communication skills. A friendly and positive outlook is essential.

**Salary scale LC2, SCP 18 – 23, £31,537 - £34,434\* pro rata (£16.35 - £17.85\* per hour)**

\*Pay award pending – 3.3% to be confirmed

**Plus 5% employer's contribution to a workplace pension scheme**

**11 hours per week, flexible, working from home**

Working with the chair and all other councillors you will join a team whose job is to represent the interests of the community. You will be a professional officer employed by the council to provide management and administrative assistance and objective advice. You will be responsible for the day-to-day management of the council's finances, and you will support the council before, during, and after meetings, preparing councillors for their decision-making role and putting their decisions into practice.

**Please apply in writing enclosing your curriculum vitae to:-**

**Cllr Danny Moody**

**Helmdon Parish Council**

**[dannymoody@helmdonparishcouncil.gov.uk](mailto:dannymoody@helmdonparishcouncil.gov.uk)**

**to arrive by 5:00 p.m. on Thursday 14 May 2026**

**Interviews will be held on the evening of Thursday 21 May 2026\*\***

(\*\*Please indicate in your covering email if it will not be possible for you to attend interview that day)

For more information about Helmdon Parish Council, please visit [www.helmdonparishcouncil.gov.uk](http://www.helmdonparishcouncil.gov.uk), or for a pre-application discussion, please contact Cllr Danny Moody on 07713 569526

For more about the role of Clerk please read [\*"The Essential Clerk"\*](#)