

Parish Clerk and Responsible Financial Officer required for Greenstead Green and Halstead Rural Parish Council

Greenstead Green and Halstead Rural Parish Council are seeking an experienced Clerk interested in working with councillors for the good of the community. The ideal candidate will be CiLCA qualified or willing to work towards it with excellent interpersonal skills, and the ability to prioritise their own workload.

The successful candidate will be required to attend six in person evening meetings per year at the Village Hall, which are held on the second Wednesday of every other month. There is also the Annual Parish Meeting in April and the budget meeting in November or December all in the evening. This role is 5 hours per week and is home based. The salary will be £4635 per annum increasing to £4835 per annum from April 2026.

Duties will include:

- Preparing agendas and minutes.
- Managing correspondence in consultation with the Chairman.
- Submitting planning decisions on behalf of the council.
- Maintenance of public information sources including the Council website.
- Financial management, including raising supplier payments, bank reconciliations, preparation, and update of the annual budget, reclaiming annual VAT and production of the end of year accounts.
- Attendance at bi-monthly meetings.
- Providing advice on statutory duties and regulatory requirements.
- Liaison with the public, local government, and other agencies.

If you would like to find out more about this position, please contact the Chair on the below email for an informal chat or alternatively send a current CV and covering letter to

chair@greensteadgreenandhalsteadrural-pc.gov.uk .

Closing date: Friday 20th February 2026