

JOB VACANCY CLEY PARISH COUNCIL

PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Cley Parish Council is looking for an enthusiastic and self-motivated person to take on the role of Parish Clerk and Responsible Financial Officer. The post is for eight hours per week and includes attendance at all Parish Council meetings and responsibility for the finances, funding and the Council's risk management. Candidates should ideally have a CiLCA qualification or be willing to obtain one in their first year of employment. Book-keeping skills, communication, IT and organisational skills are a must. Pay will be depending on experience and qualifications.

Applications by CV with a covering letter to the Chair Cllr Holliday.

e-mail: cllr.victoriaholliday@cleyparishcouncil.gov.uk

For discussion about the role please contact the Parish Clerk Gemma Harrison on 07812384889.

The closing date for applications is **Wednesday 12th November 2025.**