

East Dean & Friston Parish Council
Vacancy for a Part Time Parish Clerk & Responsible Financial Officer

We are looking for someone who is motivated, organised and has excellent administration, bookkeeping, IT and communication skills to join our team. You will need to be proactive and helpful to support our Councillors and our residents and able to work independently from home.

Reporting to the Council, you will be required to organise meetings, draft minutes, prepare documentation and follow up on actions. As Responsible Financial Officer, you will manage the Council's accounts and budget. In this key role, you will also manage the Council's website and liaise with many other organisations and groups.

Although an appropriate qualification would be preferred, the Parish Council will support an applicant following appointment to study for the Certificate in Local Council Administration (CILCA) qualification.

Part time: 22 hours per week.

Place of work: Home-based with evening attendance at meetings (typically one evening per month).

Rate of pay: £21.83-£24.14 per hour (SCP 30-34) depending on experience and qualifications.

Pension: Membership of East Sussex County Council Pension Scheme

The application form and the job description are available on request from Emily Simpson at admin@esalc.co.uk. For any queries, Emily can be contacted on 07881 714 526.

The completed application form should be sent by email to Emily Simpson at admin@esalc.co.uk.

Closing Date: 30th October 2026

Start Date: 1st December 2026