

COLATON RALEIGH PARISH COUNCIL

VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Colaton Raleigh Parish Council is seeking an enthusiastic, self-motivated and community focused individual for the role of Clerk & Responsible Financial Officer. The Clerk/RFO is the Proper Officer of the Council and works to ensure that the Council's business runs smoothly following legal requirements. This is a rewarding opportunity for someone with good administrative and IT skills, and financial acumen. Training and mentoring can be provided if required.

Location: home-based with attendance at bi-monthly meetings in the village hall

Hours: part-time 5 hours per week

Salary: LC1 point 11-17 (£14.59 to £16.08 per hour) dependent upon experience. In addition there is a home working allowance.

Closing date for applications: Tuesday 28th October 2025

For more information, email the Clerk to the Council: clerk@colatonraleigh-pc.gov.uk

How to apply: submit your CV and a covering letter explaining why you are suitable for the role to: clerk@colatonraleigh-pc.gov.uk