

**CLERK AND RESPONSIBLE FINANCIAL OFFICER  
TO MIDDLETON ST. GEORGE PARISH COUNCIL  
24 HOURS PER WEEK. WORKING FROM HOME**

Our Clerk will be retiring on the 31<sup>st</sup> March 2026, so we need to recruit a highly motivated and enthusiastic person to be Clerk to the Council and Responsible Finance Officer.

The successful candidate will be employed for 24 hours per week, working from home. Working hours to be negotiated with attendance at monthly full Parish Council and Committee evening meetings. Additional meetings may be arranged as necessary.

The salary will be within NJC LC 2 Spinal Column Points 22 to 25. Hourly Rate £17.47 to £18.85. The higher Spinal Column Points are dependent on the possession of CiLCA/equivalent qualifications.

The Clerk is the Parish Council's Proper Officer and Responsible Financial Officer (RFO), legally accountable for the overall administration, governance, compliance, and financial management of the Council. They ensure the Council operates effectively, legally, and in accordance with best practice. The Clerk is responsible for ensuring effective management of council sites, assets and activities and for the work of the Litter Picker and Cleaner.

The successful candidate will hold GCSE English and Mathematics at grades 9 to 7, or equivalent, a high level of literacy and numeracy and recognised qualification in local government administration including CiLCA or be willing to undertake CiLCA training. In addition, they will need to possess great communication skills, be self-motivated and have the ability to prioritise their workload without supervision.

Training will be available and the retiring clerk will be available to provide a handover and ongoing support as required.

To request the Candidates Information Pack please email [clerk@middleton-st-george.org.uk](mailto:clerk@middleton-st-george.org.uk) or by post to Alan Macnab, Clerk to the Parish Council, 5, Whitebridge Drive, Darlington, DL1 3TY. Completed applications should be emailed or by post to the above by the closing date of 5 p.m. on Monday 20<sup>th</sup> October, 2025.