GRINDON AND THORPE THEWLES PARISH COUNCIL
ARE RECRUITING A
PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

The Role

- **Hours**: 20 hours per month
- **Salary**: £15.06 - £16.08 per hour
- **Salary Scale**: NJC Scale LC1, SCP 13-17, in accordance with nationally agreed salary scales.
- **Working Arrangements**: Primarily home-based, with attendance at evening meetings and occasional events
- **Council meetings**: 6:30pm on the 2nd Tuesday of each month, except August, with additional meetings as required.

Who Are We Looking For?

We are looking for someone who is enthusiastic, flexible and community-focused, with excellent:

- Organisational, administrative and leadership skills
- Communication and interpersonal skills
- Literacy, numeracy and accounting skills
- IT skills, and
- Ability to manage competing priorities

You will work closely with Parish Councillors; externa organisations, including Stockton-on-Tees Borough Council; stakeholders; and the wider community.
You will be responsible for the day-to-day management of the Council's services, facilities and finances.

Qualifications and Development

Ideally, you should possess the ILCA and FiLCA qualifications and have an understanding of local authority organisation and management, or be willing to undertake these qualifications, which will require some additional paid hours of work during the first year of engagement.

How To Apply?

Please contact the current Parish Clerk to request a role profile, person specification and application form.
email: clerk@grindonandthorpethewles-pc.gov.uk.
If you have any questions or would like further details, please contact the clerk using the same email address.

CLOSING DATE: 20TH NOVEMBER 2026

Grindon and Thorpe Thewles Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.