



APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary: Up to £26 per hour dependent upon experience

Hours: 25 hours per week with a possibility of increasing the hours in the future.

Alfriston Parish Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, staff, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Whilst the CiLCA qualification is preferred, the Council will consider applications from candidates already studying and aiming to complete within 6 months.

The post is for a minimum of 25 hours per week working mainly from home, and some evening meeting attendance is required.

Please send completed application forms to Emily Simpson at admin@esalc.co.uk.

Closing date: Friday 11th September 2026

The Council reserves the right to close applications early should a suitable candidate be found.