HUTTON PARISH COUNCIL

VACANCY FOR A PARISH CLERK

A vacancy has occurred for a Parish Clerk / Responsible Financial Officer to Hutton Parish Council with a start date of the 1st March 2026.

The present Clerk is retiring as at the 31st March 2026.

The salary LC2 (negotiable according to experience) is based currently on 20 hours per week. The role includes effective administration of the Council's business, advice to Council members, ensuring all Council decisions, obligations and business is carried out lawfully, managing the Council's finances, staff and assets, communicating with the community, attendance at monthly Parish Council Meetings and twice monthly Parish Clerk Surgeries, as well as any Ad Hoc Meetings arranged throughout the year.

Interested parties should contact the Clerk Mr Bruce Poole for further information on 07887 802922 or clerk@huttonsomerset.org.uk.

Candidates will be required to work from home except for attending meetings and Parish Clerk Surgeries. Candidates should be skilled in the use of IT, have internet access and ideally should have a good knowledge of Local Government and hold or be able to work towards the Certificate in Local Council Administration (CiLA) - training can be provided.

Applications please by CV and a cover letter stating experience by the 9th February 2026 to Mr Bruce Poole, Parish Clerk at clerk@huttonsomerset.org.uk with interviews taking place on the 16th February 2026.