



**We are recruiting! – Experienced Manager Required
for an exciting, varied, and rewarding role.**

**£39,862 to £42,839 p.a. pro rata, dependent on qualifications and
experience, plus generous local government pension scheme.
Flexible hybrid working.**

Applications are invited for the post of Chief Officer/Clerk. Experience and qualifications in local government, including CiLCA, preferred but not essential as training will be provided. Good knowledge of Microsoft Office is essential. Finance, HR, administrative, project management, and managerial qualification and/or experience required. We are looking for a strong, dynamic, forward thinking, professional person who thrives on a varied challenging role and can drive the Council forwards.

Part-time position – 25 hours per week. A flexible approach is needed, as some evening and occasional weekend work will be required.

For a job description and application form, please visit our website:

<https://almondsburyparishcouncil.gov.uk/vacancy-for-parish-clerk/> or email
clerk@almondsburyparishcouncil.gov.uk

Closing date for applications: 5pm, Tuesday 31st March 2026

ALMONDSBURY PARISH COUNCIL

Recruitment of Parish Clerk

SC point LC2 (above substantive benchmark range) 29-32, 25 hours per week.

£39,862 to £42,839 pro rata, depending on qualifications and experience.

Local Government Pension Scheme.

Almondsbury Parish Council is seeking to appoint a highly organised and committed Parish Clerk to undertake this key role, and be responsible for all day-to-day organisation and management of the Council's services.

A sound knowledge of local government law and procedures is desirable. The Certificate in Local Council Administration (CiLCA) qualification is preferred, or a willingness to attain it within 12 months from the start of your employment.

Almondsbury Parish Council offers flexible hybrid working arrangements, combining time in the office with working from home. Attendance at evening meetings will be required.

Method of application: Submission of CV and covering letter, plus the name and contact details of 2 referees.

Closing date: 12 noon on Monday 2nd February 2026. Email and postal applications are accepted. Please mark your email or envelope with "Parish Clerk Application".

Interviews to take place at the Council Offices during the w/c 9th February 2026

The starting date will be agreed with successful candidate, ideally during February/March 2026.

For further information, or an informal chat about this role, please contact clerk@almondsburyparishcouncil.gov.uk, or ring 01454 610236 - leave a message and your call will be returned.

Lois Stock, Parish Clerk

Almondsbury Parish Council, 24A Gloucester Road, Almondsbury, Bristol. BS32 4HA