



SHEET PARISH COUNCIL

Chairperson – James Plant

Clerk – Jenny Hollington

Rose Cottage, Ridge Common Lane, Stroud, Petersfield, Hants GU32 1AX

Tel: 01730 267784; E-mail – clerk@sheetparishcouncil.gov.uk; www.sheetparishcouncil.gov.uk

VACANY FOR A PARISH CLERK

Job Title: Clerk and Responsible Financial Officer.

Vacancy from: January/February 2026

Hours: Currently 16 hours per week

Salary in accordance with NJC scale - point dependent on experience

We have a vacancy for a Clerk and Responsible Financial Officer (RFO). This is a senior role within our organisation and is the "Proper Officer" of the Council. The successful applicant will be responsible for the financial and administrative affairs of the parish including the custody of Council documents and records, as well as management of their assets including a Village Hall and allotments. Please see the job description for full details of the role and responsibilities.

The parish of Sheet adjoins the busy market town of Petersfield and lies within the South Downs National Park. There are approximately 750 residents on the electoral roll with a precept of £47,250. There are 8 Parish Councillors who all take an active role in Council business and who have, since the inception of the Parish Council in 2012, taken pride in discharging their collective responsibilities in a collegiate and consensual manner.

Selection Criteria

Preference is likely to be given to those with previous Clerk experience and the CiLCA qualification - however consideration would be given to an otherwise suitable applicant who is deemed to have the potential readily to obtain the CiLCA qualification."

For more information and key dates- Please see the full job description which can be found on our website or for more information about the role please e-mail the Parish Clerk (details as above).

To apply for the position, please send your CV and covering letter outlining your interest to the Chairman of Sheet Parish Council – james.plant@sheetparishcouncil.gov.uk

The closing date for applications is Friday, 12th December with a view to interviews being held towards the end of December or beginning of January. The intention is that the appointment will be confirmed at the January Parish Council Meeting. We look forward to hearing from you.