



**Shalfleet**  
Parish Council

*From bricks to bay through woodland way*

## Vacancy for Parish Clerk and Financial Officer



15 hours per week, including attendance at evening meetings.

Salary scale dependent on experience and qualifications.

National Terms and Conditions apply.

Shalfleet Parish Council has entered a new era, freshly elected, forward-thinking, friendly, and committed to respectful collaboration and genuine community engagement.

We are looking for a Parish Clerk and Responsible Financial Officer to help shape this transformation and ensure our operations run smoothly, transparently, and professionally.

### About the Parish

Shalfleet is one of the Isle of Wight's ancient civil parishes, renowned for its red squirrels, heritage, and breathtaking views over the Solent. It's a distinctive "long parish," stretching from Elm Lane in the east to Bouldnor in the west, and includes the villages of Shalfleet, Bouldnor, Cranmore, Hamstead, Newbridge, Ningwood and Wellow.

### The Role

You'll be the administrative and financial backbone of the Council, supporting meetings, maintaining records, managing budgets, and ensuring compliance with statutory duties. You'll work closely with Councillors and residents to foster transparency, accountability, and trust.

### The Ideal Candidate

- Knowledgeable and experienced in local government
- Strong verbal and written communication skills
- Computer literate and confident working independently
- Excellent financial management and organisational abilities
- Calm under pressure with a positive outlook
- CiLCA qualified

### Why Join Us?

This is more than a job, it's a chance to help shape the future of a parish proud of its heritage and excited about renewal. You'll be joining a council that values respect, cooperation, and clarity, and is ready to deliver real benefits to its residents.

**A Job Description and Application Form** can be obtained by emailing the Locum Clerk at [clerk@shalfleet-pc.gov.uk](mailto:clerk@shalfleet-pc.gov.uk) or phoning 07891 143157 Closing date for applications: 14th November 2025

<https://shalfleet-pc.gov.uk/>