VACANCY – CLERK OF PENSHURST PARISH COUNCIL

The above vacancy has arisen due to personal circumstances of the current clerk.

Duties include but are not limited to:

- Prepare and distribute Parish Council meeting agendas and minutes
- Prepare all accounts for payment, print schedule of cheques to be signed together with the invoices and any back up paperwork available to support costs.
- Prepare quarterly accounts for approval by the auditors and Parish Council
- Circulate to Councillors correspondence received and submit responses once agreed
- Liaise with contractors regarding maintenance of closed churchyards, Fordcombe play area, bus shelters and allotments
- Report issues relating to highways and footpaths to Kent Highways

Applicants will need to be able to organise their own work and be able to engage with both parishioners and organisations at all levels. A knowledge of local government and the statutory requirements relating to it would be useful but not essential as full training will be provided. This is a part-time role requiring approximately 15 to 20 hours per week. Applicants will need a flexible approach to their hours as occasionally it may be necessary to work longer.

If you would like to apply for this position or would like more information, please contact the Clerk to the Council on 0785 1760013 or by email at clerk@penshurstpc.org.uk

The closing date for applications is Monday 30th November 2026.