

Dear Applicant,

Clerk and Responsible Financial Officer (RFO) - Longford Parish Council

Thank you for your interest in the position of Parish Clerk for Longford Parish Council. The Council is seeking an organised, reliable, and community-minded individual to support its work and ensure the smooth running of parish business.

If you wish to be considered for the role, please provide:

- A current CV, outlining your employment history, skills, and relevant experience
- A cover letter, explaining how you meet the criteria set out in the person specification and why you are interested in the post.

Applications should be emailed to clerk@longford-pc.gov.uk. Closing date for applications: 28 February 2026.

Interviews will take place week commencing 16 March 2026.

The Council looks forward to hearing from you and appreciates the time you take in preparing your application.

Yours sincerely,
Longford Parish Council