

**Brigstock Parish Council in North Northamptonshire have a vacancy for
Clerk and Responsible Financial Officer**

Name of Council	Brigstock Parish Council
Job Title	Parish Clerk and RFO
Vacancy Statement	Brigstock Parish Council in North Northamptonshire have a vacancy for Clerk and Responsible Financial Officer
Requirements	Applications are invited from a suitably qualified, proactive individual, with experience of working in a similar role. The parish clerk will be responsible for the administration of the business and finances of the council. Brigstock is a medium sized village within North Northamptonshire. The council has 11 seats and there are around 1,200 electors. The precept for 2025/26 is £32,130. The post includes some evening work so flexibility is essential. The successful applicant would preferably have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). The applicant must be computer literate, with good communication and organisational skills. Friendly and positive outlooks are essential.
Salary	£15.21 per hour
Hours	10 Hours per week
Place of work	Brigstock Village Hall, Face to Face parish council meetings. Home working

Contact	Mrs M Smith
Position	Parish Council Chair
Address	morellohouse@btinternet.com
Closing date	15 th January 2025