

<b>Name of Council</b>	<b>Preston Capes Parish Council</b> <a href="http://preston-capes.org.uk">preston-capes.org.uk</a>
<b>Job Title</b>	Parish Clerk & RFO
<b>Vacancy Statement</b>	<p>Preston Capes Parish Council has a vacancy for a Parish Clerk and Responsible Financial Officer. This is a compact rural South Northamptonshire village, on a wooded hillside between Charwelton on the A361 and Maidford. The council set a 2025-26 <b>Precept of £8,600</b> for its 170 electorate.</p> <p>The village has a dark skies policy (no street lighting). It also does <u>not</u> have responsibilities for the village hall, nor a play park, nor a burial ground. The village includes a hamlet a kilometre away called Little Preston. It has a friendly and approachable team of seven Councillors representing both areas.</p>
<b>Requirements</b>	<p>Applications are invited from persons with an accounting or analytical background, with training offered. An enthusiasm to learn and contribute will be seen as an alternative to formal qualifications. The parish clerk is responsible for the administration and finances of the council; its minutes, auditing process and contractors.</p> <p>The post includes public meetings on the <u>third Tuesday evenings</u> for ten months of the year, with possible attendance at civic functions. The successful applicant would be expected to have, or be prepared to obtain CiLCA (the Certificate in Local Council Administration). He or she must be computer literate, with good communication skills. Friendly and positive outlooks are essential.</p>
<b>Salary</b>	<b>Salary £3,500 pa</b> on Local Government pay scale LC2: 18-23, £29,269 - £32,076 pa pro rata, <b>suiting a novice Clerk or better.</b>
<b>Hours</b>	16 hours per month, including a pro-rata holiday provision of 2 hours per month (14 hours worked, averaging out at about a half day per week), subject to negotiation. This post might readily be shared with Moreton Pinkney, also seeking a Clerk at this time.
<b>Place of work</b>	Work from home.
<b>Please apply in writing with your CV or contact:-</b>	
<b>Contact</b>	Cllr Richard Shires
<b>Position</b>	Chair, Preston Capes Parish Council
<b>Address</b>	chair@preston-capes.org.uk Grange Farm, Preston Capes. NN11 3TQ
<b>Telephone</b>	01327 361733
<b>Closing date for applications:</b>	5pm on Mon 29 September 2025

To find out about the role of the Clerk download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled "[The Essential Clerk](#)"