

Name of Council	Moreton Pinkney Parish Council moreton-pinkney.org.uk
Job Title	Parish Clerk & RFO
Vacancy Statement	<p>Moreton Pinkney Parish Council has a vacancy for a Parish Clerk and its Responsible Financial Officer. This is a rural South Northamptonshire village, between Canons Ashby (National Trust) and Sulgrave, on the old 'Banbury Lane' between Banbury and Northampton. The council set a 2025-26 Precept of £13,250 for its 341 electorate.</p> <p>The village has low energy street lighting (14 items). It does <u>not</u> have responsibilities for the village hall, nor its sports field, nor a burial ground. It is a ribbon development with a friendly team of seven Councillors representing the village and its societies.</p>
Requirements	<p>Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn 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 <u>Wednesday evenings</u>, every 6 to 8 weeks, 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>
Salary	Salary £3,500 pa on Local Government pay scale LC2: 18-23; £29,269 - £32,076 pa pro rata, suited to a novice Clerk or better.
Hours	<p>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.</p> <p>This post might readily be shared with the Clerkship for Preston Capes, also seeking a Clerk at this time.</p>
Place of work	Work from home.
Please apply in writing with your CV or contact:-	
Contact	Cllr Ben Vincent
Position	Chair, Moreton Pinkney Parish Council
Address	chair@moreton-pinkney.org.uk Pear Tree Cottage, Upper Green, Moreton Pinkney
Telephone	07968 956283
Closing date for applications:	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](#)"