



# JOB VACANCY

## Brampton Parish Council - Deputy Clerk

**Brampton Parish Council is seeking to appoint a highly motivated, proactive and forward-thinking individual to join the team as Deputy Clerk.**

**This is a varied and rewarding role at the heart of local council operations. The successful candidate will work alongside the Assistant Clerk to support the Clerk (and RFO) and 15 councillors, ensuring the smooth running of the Council's business, services and assets.**

**Key responsibilities include:**

- Assisting with financial management, including monitoring expenditure, processing income and receipts, preparing reports and supporting the annual audit process.
- Managing the Council's asset register, leases and licences.
- Overseeing the bookings system and hire contracts for all council facilities.
- Overseeing health & safety, risk management, insurance and statutory compliance.
- Drafting reports for Council meetings, providing impartial and professional advice.
- Representing the Council to outside bodies and acting as an ambassador.
- Deputising across the full range of the Council's activities in the absence of the Clerk.
- Supporting and working collaboratively with councillors, staff, contractors and members of the public.

**We are looking for someone who is:**

- Able to hit the ground running, highly organised, with strong governance and leadership skills.
- An excellent communicator with the ability to inspire, motivate and build strong working relationships.
- Able to multi-task and manage competing priorities and deadlines.
- Experienced in financial management and IT systems such as Rialtas.
- Confident, credible and committed to excellent customer service.
- Positive, proactive, a genuine team player and natural problem-solver.

Previous local council experience or similar is essential. Ideally, you will hold (or be working towards) the CiLCA qualification, but applicants with relevant experience will also be considered.

This is a full-time office-based role, with some evening and occasional weekend working required (time off in lieu is provided). The salary range is aligned with SCP 19–23, commensurate with experience.

**For an application form, job description and person specification, please contact: Susie (Clerk) via [clerk@bramptonpc.co.uk](mailto:clerk@bramptonpc.co.uk) or 07393 531817.**

**Closing date for applications is 8th October 2025.**

## About Brampton Parish Council

Brampton is a large village with a population of 6,586 (2021 census) and 5,107 electors, situated 2 miles southwest of Huntingdon and only 16 miles from Cambridge with direct access to the A1 and A14 and nearby rail links. The parish council is made up of 15 parish councillors, with an annual precept of £324,242 for the current financial year (2025/26).

Parish Council meetings are generally held during the evening of the fourth Wednesday of each month, except August where there is no meeting.

The parish council has committees and working groups including:

- Allotments
- Churchyard & Cemetery
- Finance
- Greens & Footpaths
- Sports & Recreation
- Personnel
- Planning
- Village Facilities

The parish council is responsible for:

- Allotments – 90 plots across two sites
- Memorial Playing Fields and Sports Pitches
- Multi Use Games Area
- Skate Park
- Children's Play Areas
- Churchyard & Cemetery
- Brampton Burial Authority
- Planning Consultations
- Streetlighting
- Grass cutting CCC verges
- The Memorial Centre
- The Community Centre
- The Lady Olivia Centre
- The Village Green and other areas
- Footpaths in partnership with CCC