



BRINGTONS
Parish Council

APPOINTMENT OF CLERK & RFO TO THE COUNCIL

**Salary within grades LC 22-24
(Depending on experience)
(£17.47 - £18.35 per hour)**

Part-time (9 hours per week)

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community this post is ideal.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA), highly motivated, enthusiastic and community focused, you will bring sound leadership, management, administrative, communication, IT and website, financial and organisational skills and be flexible in approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this part time post which involves from home and evening and occasional weekend attendance.

Please email the Parish Clerk for more information
clerk@bringtons-pc.gov.uk

Closing date for applications: 30 November 2025