

Make a Difference at the Heart of a Thriving Community

Clerk / Responsible Financial Officer (RFO)

Cogenhoe & Whiston Parish Council

Cogenhoe & Whiston Parish Council is looking for an enthusiastic, organised, and community-minded **Clerk/RFO** to join us for **26 hours per week** (job share considered), with an additional **on-call allowance**.

Salary: SCP 24 (dependent on skills, experience, and qualifications)

Our parish covers the village of Cogenhoe and the hamlet of Whiston, home to around 1,550 residents, situated on the eastern edge of West Northamptonshire. We are a small parish with big ambitions and a strong focus on community wellbeing and inclusion.

This is **not a traditional clerking role**. It's a varied, hands-on position at the centre of village life, ideal for someone who enjoys responsibility, variety, and making things happen.

Alongside core Clerk and RFO duties, the role includes:

- Managing the **Village Hopper** community bus scheme
- Overseeing the **Village Hall** (a separate charitable organisation)
- Supporting a wide-ranging programme of **community outreach activities**

The Council has **11 members** and a **2025/26 precept of £39,300**, alongside significant additional income:

- **£150,000** from the community bus operation
- **£50,000** from the Village Hall

Ideally you would have-

- **CiLCA qualification**
- Knowledge of **SCRIBE accounting**
- Excellent **administrative, organisational, and interpersonal skills**

However, above all, we're looking for the **right person**, so if you are new to parish clerking or early in your career and are highly organised, people-focused, and keen to learn and would be interested in a **well-supported training and development pathway**.

...we would love to hear from you.

For an informal discussion or further details, please contact the Chairman:
Jon Bailey

JBAiley.cwpc@gmail.com

Application deadline: 6 February 2026