

Name of Council	Potterspury Parish Council (www.potterspuryparishcouncil.gov.uk)
Job Title	Parish Clerk & Responsible Financial Officer
Vacancy Statement	<p>Following the retirement of our Clerk, Potterspury Parish Council has a vacancy for a parish clerk and responsible financial officer.</p> <p>Potterspury is a village in South Northamptonshire. The Council has 13 seats, 1,260 electors and a 2026/27 precept of c. £69K.</p>
Requirements	<p>The Parish Clerk and RFO is responsible for the administration of the business and finances of the Council.</p> <p>Applications are invited from suitably qualified and/or experienced persons, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (the Certificate in Local Council Administration).</p> <p>He or she will be an excellent administrator, well organised, self-motivated, experienced in accounts work and controlling budgets, and computer literate. A friendly and positive outlook is essential.</p> <p>The post requires attendance at evening meetings in Potterspury on the second Wednesday of each month (except August) and other occasional meetings as may be required.</p>
Salary	Salary scale LC2, SCP 20–24: £32,597– £35,412 pro rata (£16.90–£18.35 per hour). Pension arrangements, where appropriate, will be discussed with the successful candidate.
Hours	16 hours per week across four days.
Place of work	Work from home. Attend evening meetings in Potterspury.
More information	Please apply using the application form and job description which can be downloaded from potterspuryparishcouncil.gov.uk/news/vacancy-for-new-clerk
Contact	Mrs Jane Spence
Position	Clerk & Responsible Financial Officer
Address	clerk@potterspuryparishcouncil.gov.uk
Telephone	07546 324266
Closing date for applications	5pm on 20 th February 2026

For more details about the role of Parish Clerks, download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled "[The Essential Clerk](#)"