

Brampton Ash Parish Council has a Vacancy for a Parish Clerk and Responsible Financial Officer to Commence in May 2026. The exact starting date can be negotiated.

Brampton Ash parish council is made up of five councillors who hold 4 statutory meeting per year and other meetings on an 'as required' basis. In practice there are usually 6 or 7 meetings held each year. The parish council does not own, or manage, any land or buildings. Meetings are held in the parish church. There are 59 electors and the budget for 2026-27 is £4,162.00

We are seeking a Parish Clerk, who will also act as Responsible Financial Officer (RFO), to support the council in carrying out its statutory duties. This post would suit an experienced parish clerk or someone with good computer skills, good administration skills and a good understanding of how local authorities operate.

The Role

- Clerk/RFO to the Council and Proper Officer
- Preparation of agendas and minutes
- Advising the council on local government law, procedure and best practice
- Managing correspondence and records
- Managing the Parish Council's website
- Financial administration including payments, budgeting and audit

Hours and Working Arrangements

- 156 hours per year as required, averaging 3 hours per week and mainly working from home.
- Attendance at council meetings in the parish church, normally in the evening or occasionally online.
- The current clerk will provide handover support if required.
- Ongoing support from the County Association of Local Councils.

Salary

- In accordance with nationally agreed pay scales, currently SCP8 £13.90 per hour

Person Specification

- Good administrative and organisational skills
- Confidence in written communication
- Basic financial administration skills including payments, budgeting and audit
- Reasonable proficiency in using computer applications
- Ability to work independently and provide clear, impartial advice
- Previous parish council or local government experience is desirable but not essential

How to Apply

By e-mail with details of experience and how you think you might fit the role to:

clerk@bramptonashparishcouncil.gov.uk

Closing date: 10th April 2026

Start date: By agreement

Website: <https://bramptonash.parish-council.com/>