

Name of Council	Stanion Parish Council
Job Title	Parish Clerk and Responsible Financial Officer
Vacancy Statement	Stanion Parish Council has a vacancy for a Parish Clerk and Responsible Finance Officer.
Requirements	<p>Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications. The Parish Clerk and Responsible Financial Officer will be responsible for the administration of the business and finances of the council.</p> <p>The post includes some evening work and occasional attendance at civic functions. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (the Certificate in Local Council Administration). He or she must be computer literate, with good communication skills. Friendly and positive outlooks are essential.</p>
Salary	Salary scale LC2, SCP 18 – 23, £31,537 - £34,434 pa. pro rata. (£16.35 - £17.47 per hour)
Hours	10 hours per week. The roles could be separated either initially or permanently, working 5 hours per week each.
Place of work	Work from home and Stanion Village Hall.
Please apply in writing to:-	
Contact	Cllr Derek McCourt
Position	Chair, Stanion Parish Council
Address	Stanion Village Hall Brigstock Road Stanion KETTERING NN14 1BU
E-mail	derek.mccourt@stanionparish.gov.uk
Closing date for applications:	5pm on 20 March 2026

To find out about the role of the Clerk download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled "[The Essential Clerk](#)"