

Name of Council	Wilby Parish Council
Job Title	Parish Clerk/ Responsible Financial Officer
Vacancy Statement	Wilby 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 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 - £17.85 per hour).
Hours	22 hours per month.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Mrs Vicky Smith
Position	Clerk, Wilby Parish Council
Address	18 Bakehouse Lane Mears Ashby Northampton NN6 0ED
Telephone	01604 812239
Closing date for applications:	5pm on Friday 8 th May 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](#)"