

Name of Council	Croughton Parish Council
Job Title	Parish Clerk
Vacancy Statement	Croughton 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, £8,523.48 - £9,306.41 pa. pro rata. (£16.35 - £17.85 per hour)
Hours	10 hours per week.
Place of work	Croughton Village Hall Parish Clerk's office, Face to face Parish Council meetings. Flexibility for some work from home.
Please apply in writing to:-	
Contact	Simon Kerby
Position	Councillor, Croughton Parish Council
Address	<p>Croughton Village Hall Wheeler's Rise Croughton Nr Brackley NN13 5ND</p> <p>or email Cllr.Simon.Kerby@croughtonparishcouncil.gov.uk</p>
Telephone	07863 356095, note this number comes through to the outgoing clerk, she will arrange a contact from the recruitment team.
Closing date for applications:	5pm on 21st 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"*](#)