

Name of Council	Paulerspury Parish Council
Job Title	Parish Clerk
Vacancy Statement	Paulerspury 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). The postholder 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	12 hours per week.
Place of work	Work from home.
Please apply in writing to:	
Contact	vacancy@paulerspuryparish.gov.uk
Position	Paulerspury Parish Council
Address	
Telephone	01327 811281
Closing date for applications:	5pm on Wednesday 24 th June 2026