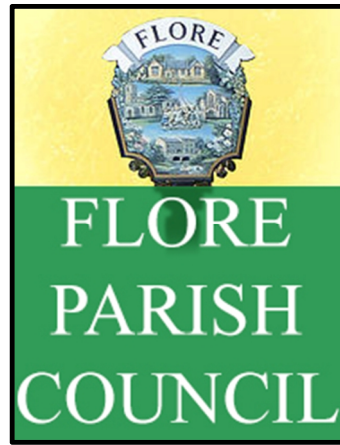


**Flore Parish Council
has a vacancy for a**

Clerk to the Council



Applications are invited from experienced Clerks, those currently training to become qualified or those seeking to enter the sector. No prior local government experience is necessary as full training will be provided for the right candidate. We value professional standards, integrity, and the ability to navigate a complex rôle which has specific sector qualifications.

You will be responsible for the management of the business and finances of the council. Duties will include attendance at evening council meetings, which are currently held on the second Tuesday of the month. You will be supported to obtain the Certificate in Local Council Administration (CiLCA) qualification. You must be computer literate (particularly e-mail, Excel, and Word) and you must have excellent communication skills. A friendly and positive outlook is essential.

Salary scale LC2, SCP 29 – 32, £39,862 - £42,839* pro rata (£20.66 - £22.20* per hour)

*Pay award pending – 3.3% to be confirmed

Plus 5% employer’s contribution to a workplace pension scheme

40 hours per calendar month, flexible, working from home

Working with the chair and all other councillors you will join a team whose job is to represent the interests of the community. You will be a professional officer employed by the council to provide management and administrative assistance and objective advice. You will be responsible for the day-to-day management of the council’s finances, and you will support the council before, during, and after meetings, preparing councillors for their decision-making rôle and putting their decisions into practice.

Please apply in writing, enclosing your curriculum vitae, to:-

**Cllr Tom Higginson
Flore Parish Council
Tom.Higginson@me.com**

to arrive by 5:00 p.m. on Monday 13th July 2026

Interviews will be held during week commencing Monday 27th July 2026**

(**Please indicate in your covering email whether you are available for interview during that week, indicating any preference for date and time)

For more information about Flore Parish Council, please visit www.flore-pc.gov.uk or for a pre-application discussion, please contact Cllr Tom Higginson on 07973 848669

For more about the rôle of Clerk please read *“The Essential Clerk”*

<https://northantscalc.gov.uk/web/content/10632>