



**Desborough Town Council**  
Town Clerk: Graham Thomson  
High Street, Desborough, NN14 2QS  
01536 628816 [clerk@desboroughtowncouncil.gov.uk](mailto:clerk@desboroughtowncouncil.gov.uk)

## **Town Clerk / Responsible Financial Officer**

### **The job**

Desborough Town Council has a vacancy for a part time Town Clerk / Responsible Financial Officer.

The post is offered as 25 hours per week including some evening work and occasional weekend events for which time off in lieu will be taken. The salary scale is LC2, SCP 24 - 28 (£18.35 - £20.29 per hour pay award pending).

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

The job description and the person specification are available on the Council's website [DesboroughTownCouncil.gov.uk/vacancy](http://DesboroughTownCouncil.gov.uk/vacancy) where you will find information about the Council and its activities. The Council is a signatory to The Armed Forces Covenant.

### **The person**

Applications are invited from suitably qualified and experienced persons, although training will be offered. The successful applicant would be likely to have, or obtain, CiLCA (the Certificate in Local Council Administration). The post holder must be computer literate, with good communication skills.

### **The application**

Please apply with a CV and covering letter explaining how you meet the requirements of the job as set out in the person specification. Applications should be emailed to [vacancy@DesboroughTownCouncil.gov.uk](mailto:vacancy@DesboroughTownCouncil.gov.uk). Canvassing Councillors in support of your application will disqualify your candidacy.

The closing date for applications is noon on 03/07/2026 although *shortlisting and interviews may commence prior to the closing date*. Interviews are scheduled for the evenings of 8 and 9 July 2026 at the Council's offices. Candidates are requested to indicate in their applications any notice period they would be required to serve.

Candidates are advised that the Council will seek two satisfactory references (at least one from a current or recent employer) and any offer made will be subject to those references and formal Council approval.