

Vacancy for Clerk of Wymington Parish Council

Part-Time Parish Clerk- 21 hours a month to be worked flexibly as required mainly from home

Wymington Parish Council seeks a highly motivated and enthusiastic person to take on the post of Clerk to the Council and Responsible Finance Officer. Our current Clerk will retire on 30th September 2026

The successful candidate will be employed for 21 hours month (averaging just over 4 hours a week) to be worked on a flexible basis, including attendance in person at the Parish Council meeting which is held every two months on the second Tuesday of the month, in the evening. Meetings are held at the Meeting Place, High Street Wymington, and you will need to attend other meetings as and when required.

The role of the Clerk is to ensure that the Council conducts its administrative functions and services professionally and in accordance with all relevant statutory obligations. The Clerk is the main point of contact for all other authorities, contractors, suppliers and the public and plays an important role in Council meetings. Duties will include, but are not limited to:

- Acting as an impartial advisor to the Parish Council;
- Arranging and attending Parish Council and other meetings including preparing agendas, meeting papers, taking minutes and undertaking all actions arising from the meeting;
- Providing legal, procedural and administrative guidance to the Council;
- Receiving and dealing with enquiries and all correspondence from members of the public and other bodies;
- Liaising with Councillors, outside bodies and residents as required;
- Management of budget, day to day finances, payment of invoices, management of online banking, production of
- Bi monthly financial and budgeting reports for the Council;
- Preparing the Annual Accounts for audit and completion of statutory returns as required;
- Management of Council staff and assets.
- Acting as Registrar for Wymington Cemetery

The ideal candidate will have the following skills and experience:

- The applicant to hold a Certificate in Local Council Administration (CILCA) or be prepared to obtain the qualification;
- A good understanding of Local Council administration and the legal framework;
- Competent use of email, Microsoft Office, Word and Excel;
- A high degree of literacy and numeracy;
- Excellent written and verbal communication skills; and
- Very good organisational skills.

Terms and Conditions

Remuneration will be in accordance with National Local Government Pay Scales LC2 SCP18-23 depending on qualifications and experience.

For more information, please contact the Clerk on clerk@wymington-pc.gov.uk

To apply, please send your CV along with a short covering note and your contact details to jeffrey.wilson@wymington-pc.gov.uk

The closing date for applications is Friday 14th August 2026 and interviews will be held on 20th and 21st August 2026