

THORPE MALSOR PARISH COUNCIL
VACANCY - PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Parish Information	Thorpe Malsor is a small village 3 miles west of Kettering. There are 107 electors and the precept for 2026-27 is £4000. The parish council is made up of 5 councillors and generally holds 4 meetings per year in the village hall. The council does not own or manage any land or buildings and the number of financial transactions per quarter is minimal.
Role	The council has a vacancy for a part time Clerk/RFO to support the council in carrying out its statutory duties and take responsibility for its business administration and finances. The role includes: – Arrangement of and attendance at Parish Council meetings including preparation of agenda and meeting papers, minute taking and follow-up actions – Management of correspondence and records – Financial administration including payments, budget management and preparation of Annual Accounts for audit – Providing professional and objective advice to the council on local government law, procedures and best practice The successful applicant must be computer literate, with good communication and organisational skills. An understanding of how local authorities operate is required and a CiLCA qualification is desirable. Working flexibly from home, the post includes some evening work for attendance at council meetings.
Salary	In accordance with nationally agreed pay scales, LC1 SCP 13-17 (£15.06 - £16.08 per hour) depending on experience and qualifications.
Hours	144 hours per year - averaging 12 hours per month, as required, plus holiday entitlement.
Please apply in writing including your CV, contact details and a short covering note to the email address below.	
E-mail address	clerk@thorpemalsorparishcouncil.gov.uk
Application closing date	12/09/26.
Start date	By agreement.

Parish Council Website: www.thorpemalsor.co.uk

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](#)"