

Name of Council	Great Addington Parish Council
Job Title	Parish Clerk/RFO
Vacancy Statement	Great Addington Parish Council has a vacancy for a parish clerk and responsible finance officer.
Requirements	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/RFO will be responsible for the administration of the business and finances of the council. 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). He or she must be computer literate, with good communication skills. Friendly and positive outlooks are essential.
Salary	Salary scale will depend on experience
Hours	5 hours per week.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Helen Hoier
Position	Chair, Great Addington Parish Council
Address	10 Rushwell Close Great Addington Kettering NN14 4BP
Telephone	07721 778773
Closing date for applications:	5:00 pm on Friday 4 September 2026

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"*](#)