

Name of Council	Bulwick Parish Council
Job Title	Clerk/ Responsible Finance Officer (RFO) (Part Time)
Vacancy Statement	Bulwick Parish Council has a vacancy for a Clerk/ RFO.
Requirements	Bulwick is a small rural village, just off the A43 between Stamford & Oundle. The Clerk/ RFO is responsible for the administration of the business and finances of the council serving residents of Bulwick. The successful applicant will be part of a small team of 5 councillors, who work together to provide a warm, professional, positive and inclusive service to our 150 parishioners. The Precept for 2026/2027 is £15,500. 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 post includes some evening work. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (the Certificate in Local Council Administration). They must be computer literate, with good communication skills and appositve outlook. Laptop and printer will be provided.
Salary	Salary scale LC1 (above substantive range), SCPs 13-17 (£15.06-16.08 per hour, pay review pending)
Hours	22 hours per month.
Place of work	Work from home.
Please apply in writing with your cv to:-	
Contact	Anne Lashmar
Position	Chair, Bulwick Parish Council
Address	annelashmar@bulwickparishcouncil.gov.uk
Telephone	07980 852683
Closing date for applications:	5pm on 15 September 2026