

Cold Ashby Parish Council – Clerk Vacancy

Name of Council	Cold Ashby Parish Council
Vacancy Statement	Cold Ashby Parish Council has a vacancy for a part time Clerk/ Responsible Financial Officer (RFO).
Job Title	Parish Clerk and Responsible Financial Officer (RFO)(Part time)
Requirements	Cold Ashby is in West Northamptonshire, located about 10 miles (16 km) north of Northampton, on the edge of the Northamptonshire uplands The Clerk/ RFO is responsible for the administration of the business and finances of the council serving residents of Cold Ashby. 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; there are 10 council meetings per annum. It would be advantageous for the applicant to possess CiLCA (Certificate in Local Council Administration), however this not essential. They must be computer literate. Applicants must have good communication skills, and the ability to work with a wide range of people. The Council encourages applications from current Clerks who work part-time for other local councils.
Salary	Salary scale LC2 (below substantive range) SCPs 18 (£16.89 per hour). £30 pcm is also payable to cover out of pocket expenses involved with working from home.
Hours	The successful candidate will be expected to work 20 hours per month. Flexible working can be discussed.
Place of work	Work from home
For job specification and details of how to apply please email: clerk@coldashbypc.com For an informal chat about the post, please contact:	

Chair of the Council	Cllr Fiona Taylor ftaylor@coldashbypc.com
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Closing date for applications:	5pm on Friday, 25 September 2026
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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*" at <http://www.northantscalcc.com/uploads/essential-clerk-2016.pdf>