

Name of Council	Pilton, Stoke Doyle & Wadenhoe Parish Council (PSDW)
Job Title	Parish Clerk
Vacancy Statement	PSDW is looking for a Parish Clerk and Responsible Finance Officer for a rural parish council that combines three small parishes in the beautiful Upper Nene Valley. it has an electorate of 205 and an annual precept of £6,500.
Requirements	Applications are invited from suitably qualified and experienced persons for the post of Parish Clerk and Responsible Finance Officer to administer the business and finances of PSDW Parish Council. The post includes the organisation and facilitation of Parish Council meetings on 6 – 8 evenings per year. The successful applicant would be expected to have, or to obtain CILCA (the Certificate in Local Council Administration). S/He must have good computer, financial administration and communication skills and be able to manage the PSDW website. A friendly, efficient and helpful approach to the conduct of council business would be essential. PSDW is particularly interested in applicants who work part time for other Councils.
Salary	Salary scale LC2, SCP 18 – 23, £32,578 - £35,570 per annum pro rata. (£16.89 - £18.44 per hour).
Hours	5 hours per week.
Place of work	Working from home.
Please apply in writing by email to:-	
Contact	Cllr.carew.treffgarne@piltonstokedoylewadenhoe-pc.gov.uk
Position	Chair PSDW Parish Council
Address	The Bede House, Pilton, PE8 5SN
Telephone	01832 720448/07709034965 Candidates are welcome to contact us for an informal chat before applying.
Closing date for applications:	2 October 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"*](#)