BRINGTONS
Parish Council

BRINGTONS PARISH COUNCIL
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VACANCY: PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO)

An exciting opportunity to make a difference in your local community!

Bringtons Parish Council is seeking an organised, motivated and enthusiastic individual to join the Council as its **Parish Clerk & Responsible Financial Officer (RFO)**.

This is a rewarding opportunity to play a key role in supporting the local community, managing the Council's administration and finances, and helping to maintain and develop community facilities. Working closely with Councillors and residents, you will help ensure the smooth and effective running of the Parish Council.

The Role

- **Hours:** 6 hours per week, with flexibility essential. Working days/hours will be agreed with the successful candidate. Attendance at an evening Council meeting every third Wednesday is required, with occasional evening or weekend committee meetings and community events
- **Salary:** NJC Scale LC2, SCP 23–26 (£35,570–£38,510 per annum, pro rata), depending on experience and qualifications
- **Benefits:** 23 days' annual leave per year, pro rata, plus bank holidays and a pension scheme
- **Location:** Home-based, with attendance at meetings in Great Brington as required

Previous Local Government experience would be an advantage but is not essential, as training and support will be provided. Ideally, you will hold the CiLCA (Certificate in Local Council Administration) qualification, or be willing to work towards achieving it.

How to Apply

For further information, please visit the Bringtons Parish Council website or contact the Interim Clerk to discuss the role.

To apply, please send your **CV and covering letter** to **clerk@bringtons-pc.gov.uk**.

Closing date: Monday 30th November 2026