Grafton Underwood Parish Council

Email: clerk@graftonunderwood-pc.gov.uk
Tel: 07522 582251

https://graftonunderwood-pc.gov.uk



An opportunity in Grafton Underwood

Grafton Underwood is a small, picturesque village to the east of Kettering.
The parish of Grafton Underwood has 129 electors and a council of five councillors, with a precept of £4430

Grafton Underwood Parish Council is seeking a Parish Clerk & Responsible Financial Officer, to start on 1st March 2027.

The role: Primarily working from home, you will be responsible for managing the council's business and finances. You will work with the Chair and councillors to support sound decision-making, provide objective advice, and manage the council's day-to-day administration and finances.
Attendance at parish council meetings is also required as part of your working hours; these are currently held in May, September, January, and March.

Salary: Salary scale LC1 (SCPs 7 to 12) £27,274 to £29,542pa pro rata (£14.14 to 15.31 per hour), depending on experience.

Hours: 10 hours per month.

Are you a clerk, looking to work some extra hours
Then come and join the Grafton Underwood community and make a difference.

A handover period and training will be provided

For further information, contact the clerk.

Apply in writing to Rob Corney, Chair, Grafton Underwood Parish Council
email: rcorney@me.com

Closing date for applications: 18th December 2026