

Bulwick Parish Council are Recruiting

for a Part-Time Parish Clerk

Flexible part-time role • 22 hours/month • £14–£16/hr • Immediate start

Our small, friendly council is looking for a new parish clerk who will also be our Responsible Finance Officer (RFO).

About the role

This interesting role supports the 5 councillors to conduct the business of the parish within the guidance and law of North Northamptonshire Council. Core responsibilities are managing finances & website, advising councillors, keeping us legal, clerking bi-monthly evening meetings, and actioning council decisions, eg contacting suppliers and local authorities.

Who we're looking for

We are looking for a natural administrator, competent with simple spreadsheets, website posting and effective communication skills. You will be part of a small team, who work together to provide a warm, professional, positive and inclusive service to our 150 parishioners.

Hours and pay

The role requires **22 hours/month**, worked in a flexible pattern of approximately **5 hours/week**. Laptop & printer provided.

It is graded **LC1 Above** — pay scales 13–17, c **£14–£16/hr**. NB national pay award pending.

The successful applicant will be expected and supported to gain the Certificate in Local Council Administration.

How to apply

If this sounds like you, have a look at our website www.bulwickparishcouncil.gov.uk, where you will find the full job description and person specification. Please send your application including your CV, why the role appeals to you and what you will bring to us. Send this to our Chair at annelashmar@bulwickparishcouncil.gov.uk Tel 07980 852683

Deadline for applications: 5pm, 11th September 2026.
Interviews planned for w/c 21 September, to start as soon as possible