



Bainton & Ashton Parish Council

Bainton Reading Room, Barnack Road, Bainton, PE9 3AE

[w. baintonandashton-pc.gov.uk](http://w.baintonandashton-pc.gov.uk)

[@baintonandashton](https://www.facebook.com/baintonandashton)

Clerk and Responsible Financial Officer, Jenny Rice

e. clerk@baintonandashton-pc.gov.uk

m. 07889669550

Bainton and Ashton Parish Council is looking to appoint a Parish Clerk/Responsible Financial Officer

We meet mostly bi-monthly, in the evenings on a fixed date and time, usually a Monday or Thursday, but otherwise you should be able to work independently from home, 5.5 hours per week.

The job involves you to

- be responsible for the accurate administration and organisation of the business and finances of the Council and meet the relevant deadlines.
- maintain policies and implement decisions.
- provide (legal and procedural) advice to the Council.
- create agendas and write minutes.
- communicate with various official bodies and members of the public.

You will

- be self-motivated to work alone and using one's own initiative.
- be organised and flexible and able to communicate effectively on all levels.
- be confident with MS Office applications, internet, websites and social media.
- be willing to attend training courses, be Cilca trained or willing to work towards it.
- have an interest in community life.

Salary depending on experience and qualifications from £13.26ph up to £16.08ph.

For job description/person specification/queries, please contact the Clerk on 07889 669550 or email clerk@baintonandashton-pc.gov.uk or Chairman, as below:

Application by CV and letter to Chairman, Ms Susie Lucas Susie.lucas@baintonandashton-pc.gov.uk Closing date is noon on 13th March 2026. Interview date 5pm onwards 23/3/26.