

Name of Council	Culworth Parish Council culworthparishcouncil.gov.uk
Job Title	Parish Clerk & RFO
Vacancy Statement	<p>Culworth Parish Council has a vacancy for a Parish Clerk and Responsible Financial Officer. This is a rural village in South Northamptonshire, close to Sulgrave Manor with its George Washington (USA) connections, on the old 'Banbury Lane' between Banbury and Northampton. The council set a 2025-26 Precept of £38,000 for its 322 electorate (accumulating reserves to assist with match-funding for the replacement village hall grants).</p> <p>The village has diverse low energy street lighting (26 items), with ownership responsibilities for the village cricket field, a play park and a burial ground, benefiting from nearby HS/2 activities. It has a mix of newly elected and established councillors (seven total), supporting the replacement of the Village Hall over the next year.</p>
Requirements	<p>Applications are invited from persons with an accounting or analytical background, with training offered. The parish clerk is responsible for the administration and finances of the council; its minutes and auditing process, also its burial ground, play park and contractors.</p> <p>The post includes meetings on <u>first Thursday evenings</u> for nine months of the year. The successful applicant is expected to have, or be prepared to obtain CiLCA (the Certificate in Local Council Administration). He or she must be computer literate, with good communication skills. Friendly and positive outlooks are essential.</p>
Salary	Salary £7,500 pa on Local Government pay scale LC2: 24-27, £33,000 - £35,700 pa pro rata, suiting an experienced or CiLCA-qualified Clerk.
Hours	34 hours per month, including a pro-rata holiday provision of 4 hours per month (30 hours worked, averaging out at about a day per week), subject to negotiation.
Place of work	Work from home.
Please apply in writing with your CV or contact:-	
Contact	Cllr Andrew Wilby
Position	Chair, Culworth Parish Council
Address	wilbyawr@gmail.com Old Walls Cottage, The Green, Culworth. OX17 2BB
Telephone	0780 329 5042
Closing date for applications:	5pm on Mon 29 September 2025

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"*](#)