

BEEFORD PARISH COUNCIL

VACANCY FOR A PARISH CLERK

Parish Clerk and Responsible Financial Officer (RFO)

Salary: £15.56 - £16.61 per hour, depending on experience.

Hours: 8 hours per week

Location: Remote working with physical meetings in Beeford once a month

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Be willing to work towards, or already have obtained, the Introduction to Local Council Administration (ILCA) qualification, be motivated, enthusiastic and community focused with sound administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

Nationally based terms and conditions of employment. This post will involve working occasional evenings and possible weekends.

If you would like to informally discuss this role, please contact the Parish Council Clerk on 01964 623536, if you need to leave a message you will be called back as soon as possible.

How to apply

Please visit the Parish Council website www.beefordpc.com for further information and how to apply.

Closing date

The closing date for applications is 12 noon Monday 26 October 2026.

The Parish Council reserves the right to extend the closing date should no suitable candidate be found.