

Bayton Parish Council

Vacancy for Clerk/Responsible Financial Officer

A vacancy has arisen for the position of a Clerk/Responsible Financial Officer to Bayton Parish Council due to the resignation of the outgoing Clerk. You will be an employee of Bayton Parish Council.

The position is for six hours per week, mostly working from home, so good internet access is required. You must be able to attend a minimum of 6 evening meetings of the Parish Council over the year, although additional meetings may be held if urgent matters arise. A laptop will be provided, you must be competent in the use of office IT. You must have good communication skills, written and verbal, you will be dealing with the public and other outside bodies.

Your post will include preparing agendas for meetings, taking minutes, dealing with correspondence (emails), maintaining accounts, processing PAYE, preparing and overseeing a budget, management of Lengthsman and Maintenance Contractor, Defibrillator checks and keeping the website updated.

The Clerks role also involves ensuring the Parish Council follow procedures and acts within its powers. A background in Local Government is useful but full training will be available to the successful candidate.

Closing date for applications: 23 April 2026

Salary range: Between scale 7-12 dependent upon experience

For further details and application form please contact
Lesley Jenkins Clerk/RFO - baytonparishcouncil@gmail.com