

Clerk & Responsible Financial Officer. Baginton Parish Council

Baginton Parish Council is inviting applications for the combined role of Clerk and Responsible Financial Officer.

We are a small rural Parish of approximately 630 residents, with 9 Councillors and a precept of £19,438 for the 2025/26 financial year.

We have 11 scheduled ordinary meetings per year, manage a children's playground and an open recreational field, along with 2 small wooded leisure areas.

As Clerk & RFO, you will be the only employee, working 9.25 hours per week.

Starting salary will be in the range of £12.85 to £13.26 per hour paid monthly (SCP 5 to SCP 7) dependant on experience and qualifications.

Working from home, you would need to be self sufficient, supplying your own phone, broadband, computer, printer and consumables to maintain a functioning home office. You will receive a fixed quarterly payment of £250 to cover your ongoing home office costs.

A full job description and application form can be downloaded in the Parish Council section of the Village Website at www.baginton-village.org.uk

Closing Date 23.59 hrs 30th April 2025.