



Vacancy for Clerk of Oakley Parish Council

Part-time Parish Clerk: 14 hours per week to be worked flexibly, mainly from home but working in The Old School in Oakley for four hours, one day per week.

Oakley Parish Council seeks a highly motivated and enthusiastic person to take on the post of Clerk to the Council and Responsible Finance Officer. Our current Clerk will step down on 31st August 2026.

The successful candidate will be employed for 14 hours per week to be worked on a flexible basis, including attendance in person at the monthly Parish Council meeting which is held in the evening on the first Tuesday of the month at Oakley Village Hall and Neighbourhood Plan and other meetings as and when required.

The role of the Clerk is to ensure that the Council conducts its administrative functions and services professionally and in accordance with all relevant statutory obligations. The Clerk is the main point of contact for all other authorities, contractors, suppliers and the public and plays an important role in Council meetings.

Duties will include, but are not limited to:

Acting as an impartial advisor to the Parish Council;

Arranging and attending Parish Council and other meetings including preparing agendas, meeting papers, taking minutes and undertaking all actions arising from the meeting;

Providing legal, procedural and administrative guidance to the Council;

Receiving and dealing with enquiries and all correspondence from members of the public and other bodies;

Liaising with Councillors, outside bodies and residents as required;

Management of budget, day to day finances, payment of invoices, management of online banking, production of monthly financial and budgeting reports for the Council;

Preparing the Annual Accounts for audit and completion of statutory returns as required; and

Management of Council staff and assets.

The ideal candidate will have the following skills and experience:

The applicant to hold a Certificate in Local Council Administration (CILCA) or be prepared to obtain the qualification;

A good understanding of Local Council administration and the legal framework;

Competent use of email, Microsoft Office, Word and Excel;

A high degree of literacy and numeracy;

Excellent written and verbal communication skills; and

Very good organisational skills.

Terms and Conditions

Remuneration will be in accordance with National Local Government Pay Scales LC2 depending on qualifications and experience.

For more information, please contact Ann Paice on 07873 887370 or email her at parishclerk@oakleybedford-pc.gov.uk

To apply, please send your CV along with a short covering note and your contact details to parishclerk@oakleybedford-pc.gov.uk

The closing date for applications is Friday 26th June 2026 and interviews will be held shortly afterwards