

Winteringham Parish Council

Invites applications for the position of

Parish Clerk and Responsible Financial Officer (RFO)

Part-time, 20 hours per month

Winteringham Parish is located in North Lincolnshire. The village has a good community spirit and the Parish Council is proactive and supportive, representing approximately 1000 residents

The Parish Council is looking for a highly motivated individual, with excellent communication and time management skills who can work on their own initiative, to be their next Clerk and RFO. You will need to be flexible and willing to work evenings (and weekends on occasion). Parish Council meetings are held on the first Tuesday of each month commencing at 7:00pm. The position is part-time for 20 hours per month and the salary is on Scale Point 7 to 12 (£10.44 to £11.53 per hour) of the National Joint Council for Local Government Services (NJC) Pay Scales.

You will be computer literate and be familiar with Microsoft Office. The role includes the administration and finance management and other statutory documentation for the Parish. The Parish Clerk will work closely with members of the Council, other Statutory Bodies, members of the public and other stakeholders. It is essential that you have experience and knowledge of working with local councils and a knowledge of local government law and its application. You will have a qualification in Local Council Administration or be willing to undertake the necessary training to obtain the qualification.

An application form and supporting information can be obtained from <http://www.winteringham-pc.gov.uk/>. Completed application forms should be returned to The Chair, Winteringham Parish Council, c/o Village Hall, Frost Close, Winteringham DN15 9PL by no later than 28 May 2021. Please note that CVs will not be accepted.

Interviews for shortlisted applicants will be held in the week ending 11 June 2021.