

# Scagglethorpe Parish Council

## Vacancy for a Parish Clerk and Responsible Financial Officer

**A vacancy has arisen owing to the retirement of the current clerk.**

This is a paid role, working from home and averaging around 6 hours per month throughout the year to your own schedule. It would suit an active retired person or anyone who has a few hours each month to spend on interesting work to support the both parish council and the community.

You will also be required to attend at least four council meetings a year and the Annual Parish Meeting. Training and support will be provided where appropriate. The Council's lap-top and printer will be supplied for your use.

### Requirements

- You must be “computer literate” with experience in using email, word processing and basic spreadsheets.
- You must be able to understand and manage a simple accounting processes
- You must be willing to attend to parish matters which occur outside of the normal schedule of events, for example, an occasional phone call or email from a councillor or parish resident.
- You should live in or around the Scagglethorpe Parish area.

### Key Activities

- Administering all the meetings of the Council – preparing the agenda and supporting documentation, taking minutes, preparing and posting notices, agendas and minutes on notice boards and the Council's web site.
- Noting decisions taken by the council and ensuring that any required actions are carried out
- Administer the Council's finances, keeping records up to date, paying bills, and preparing the accounts for annual audit.

### Applications

The Parish Council will hold interviews and appoint the new clerk as soon as a suitable candidate presents themselves.

For more information about the role and a full job description, please contact the current Clerk - David Sonley – 01944 758755, or use the email below.

To apply, please **email** your contact details, details of any relevant experience, and a statement of why you are interested in this role to:

[clerk@scagglethorpe-pc.gov.uk](mailto:clerk@scagglethorpe-pc.gov.uk)