

Job Vacancy

Name of Council	North Scarle Parish Council
Job Title	Clerk/RFO
Vacancy Statement	North Scarle Parish Council has a vacancy for a Parish Clerk/Responsible Financial Officer
Requirements	<p>Previous experience working in administration is essential.</p> <p>The successful candidate:</p> <ul style="list-style-type: none"> • Will be able to attend training courses or seminars on the work and role of the Clerk as required by the Council. Technical support and advice will be available from Lincolnshire Association of Local Councils. • Will advise the Council and ensure compliance with legislation and best practice. • Will attend council meetings on the 2nd Wednesday of alternate months. • Will have excellent communication and people skills, as you will need to liaise with Councillors, District and County Council representatives, members of the public and third party organisations both written and verbally. • Will have some experience in bookkeeping and budget planning. • Will be well organised, efficient, reliable and able to meet deadlines and work independently. • Is proficient with Microsoft office packages. • Will be willing to undertake any other duties as may be reasonably required from time to time. You may be required to attend additional meetings. <p>This post is subject to a 6 month probationary period.</p>
Salary	Salary scale dependent on experience and in accordance with NJC National pay scales. SCP 10 -14 £14.35 - £15.31 per hour
Hours	7 hours per week
Place of work	Work from home
Please apply by sending your CV and covering letter to:	
Contact	northscarleparishcouncil@gmail.com
Closing date for applications:	13 th October 2025