

BROOKENBY

Parish Council

Appointment of Parish Clerk and Responsible Financial Officer

(A part time Clerk is required for 8 hours per week)

The Parish Council's responsibilities include management of the Community Centre, grass cutting and Parish maintenance. The successful candidate will need to be highly motivated and efficient. The successful candidate:

- Will advise the council and ensure council compliance with legislation and best practice
- Will attend council meetings on the 1st Tuesday of every month
- 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 a proven record in bookkeeping and budget planning
- Will be well organised and able to meet deadlines
- Is proficient with Microsoft office packages
- Will be proficient with IT including website updates
- Will be willing to undertake any other duties as may be reasonably required from time to time. You will be required to attend additional evening and daytime meetings
- Will be able to attend training courses or seminars on the work and role of the Clerk as required by the Council. Ideally, the successful candidate will be a qualified clerk or prepared to study for and attain the Certificate in Local Council Administration (CiLCA) qualification within the first 12 months in post and be able to demonstrate knowledge of local government procedures, finance and law.

This post is subject to a 6 months probationary period. Salary is dependent on experience but will be at least SCP12 (currently £14.36 / hour). The number of hours per week will be reviewed after 3 months.

Applicants to send CV and covering letter to the Parish Clerk to clerk@brookenby-pc.gov.uk Closing date is 14th February 2025 but may close early should we receive a sufficient number of applications.

A copy of the job description and person specification, and more information about the Parish Council and local community, can be found on the website: brookenby.parish.lincolnshire.gov.uk

For more information, please contact the current Clerk by emailing clerk@brookenby-pc.gov.uk