



# NORTH THORESBY, GRAINSBY & WAITHE PARISH COUNCIL

## North Thoresby, Grainsby & Waithe Parish Council Vacancy for part time Parish Clerk/RFO

North Thoresby, Grainsby & Waithe Parish Council is seeking applications for an enthusiastic and well organised individual for the role of Parish Clerk/RFO to this ambitious and newly elected Parish Council.

The time spent on council basis varies weekly. The contracted hours are 15 per week.

Duties include:

Attendance and minute taking at 12 council meetings per year plus any extraordinary meetings

Managing the council's financial accounts

Use of Email, Microsoft, Word and Excel

Advising the council and ensuring council compliance with legislation and best practice.

Liaising with the Village Hall Caretaker and management of the council's assets

Previous experience in local council administration is essential as the members are new to the Parish Council.

The post holder will mainly work from home, however, a presence in the parish will be needed on a weekly/fortnightly basis. Also, the post holder will need to attend evening meetings and occasional daytime/evening events.

Council designated laptop, printer/scanner and mobile phone will be provided.

Benefits:

A Green Book Terms and Conditions are offered

Salary is paid in accordance with the National Joint Council recommendations, starting salary NJC LC2 salary point scales 18-23 (£15.84 - £17.29 per hour) according to relevant experience and qualifications.

SLCC Annual Subscription will be offered and paid by the Parish Council

Opt-in to the Parish Council's pension scheme

Mileage is offered at 0.45p per mile on all council business.

If the role appeals to you, please email [clerk@norththoresby-pc.gov.uk](mailto:clerk@norththoresby-pc.gov.uk) for an application form, job description and person specification. Or please contact the Locum Clerk Jill Davis 0798473352 for an informal chat.

Closing date is the 28<sup>th</sup> of February 2025 at 5.00pm.