

NORTH KILLINGHOLME PARISH COUNCIL

VACANCY – PARISH CLERK

North Killingholme Parish Council is looking for an enthusiastic and self-motivated person to fill the role of Clerk to the Council and Responsible Financial Officer.

The successful candidate will be expected to:

- Arrange, publicise and attend monthly Parish Council meetings and one Annual Parish Meeting including preparation of agendas and taking minutes of the meetings
- Attend to administrative tasks including maintaining paper and electronic files and the Parish Council website, annual review of all parish policies, dealing with correspondence and enquiries, and overseeing the maintenance of parish council assets
- Manage and report the Parish Council's finances and prepare the accounts for annual audit
- Advise and support Councillors
- Liaise with North Lincolnshire Council (and other organisations as needed)

Local Government experience is desirable but not essential. Support and training will be offered.

The post is for 3 hours a week and is based from home, with meetings taking place at the Village Hall.

The salary will be the National Joint Council Salary Scale rate SCP 22 (currently £13.64/hour).

For further information on the role and job description please contact Andy Hopkins

clerknorthkillingholme@outlook.com

The post is subject to a six month probationary period.

To apply, send your CV and covering letter to clerknorthkillingholme@outlook.com

Applications close at midday on Friday 21 August 2020.

Interviews will be held soon after and may be conducted remotely via Zoom, or by implementing social distancing measures according to government guidelines at the time.