

# VACANCY

## Parish Clerk & Responsible Finance Officer

Barnoldby le Beck Parish Council are looking for a highly organised and community-focused individual to join our Parish Council team. Full training will be on offer for the successful applicant.

- 🕒 **Part-time:** 13.5 hours per month, and includes 6 evening meetings per year, held bi-monthly.
- 💰 **Salary:** SLCC scale point 6 £13.47 per hour (depending on experience) pay award pending.

### About the Role

The Parish Clerk is responsible for the day-to-day organisation and management of the Council's statutory duties, ensuring compliance with all relevant policies, procedures, and legal requirements.

### Key Responsibilities

- Be the named Responsible Financial Officer (RFO), maintaining accurate financial records, managing budgets and precepts, and ensuring the Council meets all regulatory and audit requirements.
- Manage council administration prepare agendas, minutes and reports meetings.
- Liaise with councillors, external organisations, stakeholders and the community.
- Ensure transparency and good governance at all times.

### Key Skills and Attributes

- Highly organised with excellent administrative skills
- Enthusiastic, positive outlook, flexible and community-focused
- Confident in managing finances and budgets
- A strong communicator with good interpersonal skills
- Proficient in IT and office systems
- Experience in local government or a similar environment is desirable.
- Hold or willing to work toward achieving **CiLCA (Certificate in Local Council Administration)** qualification.
- Training and support will be provided for the successful candidate.

### Further Information

- Barnoldby le Beck is a small rural village on the edge of the Lincolnshire Wolds, with approximately 300 residents of a multigenerational demographic.
- The Council meet bi-monthly on the second Monday of the month at 7pm in St Helen's Church, Barnoldby le Beck.
- The Council offers **excellent terms and conditions of employment**, including annual leave, national pay, pension, training and development opportunities.
- Information about the village can be found at [www.barnoldbylebeck-pc.gov.uk](http://www.barnoldbylebeck-pc.gov.uk)

For further details please contact the Clerk of the Council on [Clerk@barnoldbylebeck-pc.gov.uk](mailto:Clerk@barnoldbylebeck-pc.gov.uk)