

# **FISKERTON-CUM MORTON PARISH COUNCIL**

## **VACANCY**

### **PARISH COUNCIL CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**Salary £12.00 per hour**

**Part-time (23 hours per month) Home based**

If you have a genuine interest in helping our forward thinking and energetic Parish Council, ideally have a familiarity with Fiskerton-cum-Morton and its surroundings and wish to develop and deliver timely and innovative services to the local community, this post is ideal.

You will ensure that all legal, statutory and financial governance obligations of the council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing good working partnerships with key local and regional bodies.

Suitably qualified (ideally with, or willing to train for and obtain CiLCA), highly motivated, enthusiastic and community focused you will have excellent administrative, communication and IT skills and be flexible in approach and able to meet deadlines. Previous experience in a similar role desirable but not essential.

We offer nationally recommended terms and conditions of employment for this part-time post. Although mainly working from home you will be expected to attend parish council meetings (usually held on the third Monday of the month) plus extra-ordinary meetings as required.

**For more information, a job description and person spec, please email the  
Parish Council –**

**[clerk@fiskertoncummorton.co.uk](mailto:clerk@fiskertoncummorton.co.uk)**

**Closing date for applications: Friday 16 February**

Fiskerton-cum-Morton Parish Council seeks to be an equal opportunity employer and welcomes applications from all sections of the community