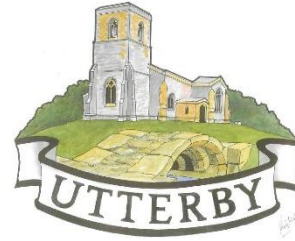


## UTTERBY PARISH COUNCIL

APPOINTMENT OF

### CLERK & RESPONSIBLE FINANCIAL OFFICER

**PART TIME:** 16 HOURS PER MONTH



**SALARY:** Dependent upon experience/qualifications based on a nationally agreed model. Legitimate expenses incurred in performing the role will be reimbursed and a tax-free home working payment will also be made.

**PLACE OF WORK:** Working from home

**UTTERBY PARISH COUNCIL.** The Council meets monthly except in August and January, normally on the first Wednesday evening at the Village Hall. The successful candidate will be expected to arrange, attend and service these monthly meetings, as well as the Annual Parish Meeting, including the provision of agendas and minutes and to help implement the decisions made by the Council.

The candidate will need to have good administrative and communication skills, together with computer competence. A laptop will be provided. The ability to keep basic accounting records is also required. Training will be provided where necessary.

#### **APPLICATION PROCESS:**

The application pack can be downloaded from Utterby Parish Council website, <https://utterby.parish.lincolnshire.gov.uk/> and comprises:

1. Job advert
2. Job Description
3. Person Specification
4. Application Form

Completed application forms should be sent to the Maria Vincent, the current Clerk at [Clerk@utterbyparishcouncil.gov.uk](mailto:Clerk@utterbyparishcouncil.gov.uk) or call 07932 000341 to find out more information.

Please mark subject as 'Job Application – Private and Confidential'

Your application must be returned no later than 29<sup>th</sup> July 2024.