

Job Vacancy

Name of Council	Hagworthingham Parish Council
Job Title	Parish Clerk and RFO
Vacancy Statement	Hagworthingham Parish Council has a vacancy for a Parish Clerk and RFO
Requirements	<p>You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.</p> <p>Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), motivated, enthusiastic and community focused, you will bring excellent administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.</p> <p>We offer excellent nationally based terms and conditions of employment for this post which will involve working occasional evenings.</p>
Salary	Dependent on experience and qualifications (ILCA/CILCA)
Hours	3 hours per week
Place of work	Work from home; Monday meetings in Hagworthingham (approximately 8 per year)
Please apply by emailing your cv to:	
Contact	Cllr Mark Clayton
Position	Chairman
E-mail	cllrmclayton@hagworthinghampc.co.uk
Telephone	n/a
Closing date for applications:	None

Further information about this role can be found at:

<https://hagworthingham.parish.lincolnshire.gov.uk/> or by emailing the clerk at clerk@hagworthinghampc.co.uk