

Woodhall Spa Parish Council has a vacancy for a Clerk/RFO.

Appointment of Parish Clerk and Responsible Financial Officer

(A part time Clerk is required for 25 hours per week)

The Parish Council's responsibilities include management of Kirkby Lane Cemetery and St Andrew's Closed Cemetery, grass cutting and general Parish maintenance.

The successful candidate:

- Will advise the council and ensure council compliance with legislation and best practice
- Will attend council meetings on the 3rd Tuesday of every month
- Will have excellent communication and people skills, as you will need to liaise with Councillors, District and County Council representatives, members of the public and third party organisations both written and verbally
- Will have a proven record in bookkeeping and budget planning
- Will be well organised and able to meet deadlines
- Is proficient with Microsoft office packages
- Will be willing to undertake any other duties as may be reasonably required from time to time. You will be required to attend additional evening and daytime meetings
- Will be able to attend training courses or seminars on the work and role of the Clerk as required by the Council. Ideally, the successful candidate will be a qualified clerk or prepared to study for and attain the Certificate in Local Council Administration (CiLCA) qualification within the first 12 months in post.

This post is subject to a 6 month probationary period.

Salary: Salary scale dependent on experience and in accordance with NJC National pay scales. SCP 18-25 £15.84-£18.26

Hours: 25 hours per week.

Place of work: Parish Office, 17 Stanhope Avenue, Woodhall Spa, Lincoln, LN10 6SP

Applicants to send CV and covering letter to the Chairman Richard Brown

Richard.brown@woodhallspaparishcouncil.gov.uk by 4.00 p.m. Thursday 28th August 2025.

A copy of the job description and person specification, and more information about the Parish Council and local community, can be found on the website:

www.woodhallspaparishcouncil.gov.uk