Vacancy

Parish Clerk

Chapel St Leonards Parish Council

**NJC Scale Point 24 (LC2) £15.16 per hour**

(Subject to a Job Evaluation)

The Clerk to the Parish Council plays a vital role in the life of the community, and as such the Parish Council are seeking to appoint an enthusiastic Parish Clerk to work with and to support the Council.

The job in brief

* To deal with the administration and finances of the Council including arranging meetings, agenda preparation, writing minutes, emails and letters, maintaining financial accounts and records and managing compliance with statutory requirements and policies. The post includes contact with residents, contractors and other members of staff.
* Line managing other staff.
* To attend evening meetings and other meetings as required.
* To deal with all aspects of running a cemetery.
* Good administrative, organisational, financial, communication and numeracy skills are required along with experience and knowledge about IT.
* 20 hours a week working between the Parish Office, meeting venues and your own home on a nationally agreed pay scale.
* You will need to work closely with the Deputy Clerk to ensure that the Parish Council Office is manned during opening hours.

Applications are invited from suitably qualified or experienced persons.

Further details can be found on the Parish Council website

<https://chapel-st-leonards.parish.lincolnshire.gov.uk/>

To apply please complete an application form ensuring you explain how you fulfil the requirements of the person specification.

To apply please send your application to [chapelparishcouncil@gmail.com](mailto:chapelparishcouncil@gmail.com)

or in writing to Chapel St Leonards Parish Council, The Old Coastguard Station, Anderby Road, Chapel St leonards, Skegness. PE24 5XA

Closing Date for applications 25th May 2022.