

GREAT GONERBY PARISH COUNCIL

Invite Applications for the Position of

PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER

The Parish of Great Gonerby is seeking a new Parish Clerk/RFO for 18 hours per week, paid monthly in arrears, which includes attendance at all Parish Council meetings.

The post is home based and the hours are flexible with the exception of evening Parish Council meetings. The salary is SCP salary point scales 14-23 (£15.31 - £17.85 per hour) according to relevant experience and qualifications as per the nationally agreed pay scale.

Applicants should possess good IT skills, a good working knowledge of Microsoft Office and preferably have previous experience of accounting to audit level. Good organisational and administration skills are essential. Previous experience in this or a similar position would be an advantage but is not essential.

The main tasks will include:

- To arrange, publicise and attend Parish Council Meetings, including the Annual Parish Open Meeting.**
- To prepare agendas and minute meetings.**
- To administer the Parish Council Burial Grounds.**
- To update and maintain the Parish Website and the Parish noticeboard.**
- To liaise with District & County Councillors, the Community Cleaner, other organisations, official bodies and the public as required.**
- To manage the Parish Council finances, payroll and VAT, prepare accounts for internal and external audit and produce an annual budget.**
- To keep Councillors informed of any relevant correspondence received between meetings.**
- To keep up to date with changes in relevant regulations and legislation and advise the Parish Councillors of such changes.**

- To review all Parish Council policies, including Standing Orders and Financial Regulations as required.
- To manage Risk Assessment.
- To carry out any other duties as and when required.

Please submit an application form, available below, to the Staffing Committee of the Parish Council.

Email address: mike.beckett@greatgonerbyparish.gov.uk Closing date for applications is 24th December 2025 with interviews to be arranged very soon thereafter. Please click [here](#) for further information on Great Gonerby Parish Council