

FLEET PARISH COUNCIL

Vacancy for Parish Clerk/Responsible Finance Officer (RFO)

Fleet is a rural Parish in the South Holland District of Lincolnshire. The Parish Council is responsible for management, repairs and maintenance for Parish owned assets and amenity areas.

Fleet Parish Council is seeking a Clerk/RFO to undertake the overall administration of the Parish Council's business – preparation of papers for Council Meetings, taking and production of accurate minutes, dealing with correspondence, monitoring Council's policies and advising Councillors regarding legal and good practice requirements

The role requires: -

- Attendance at Parish Council Monthly meetings, which are normally held on the third Monday of the month at 7pm. There may also be requirements to attend Committee meetings on an ad-hoc basis.
- A proven record in bookkeeping and budget planning
- To be well organised and able to meet deadlines.
- Proficiency in Microsoft office packages
- 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 in writing and verbally.
- Proficiency with social media and IT including website updates.
- To be willing to undertake any other duties as may be reasonably required from time to time.
- To 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 prepared to study for and attain the Certificate in Local Council Administration (CiLCA) qualification within the first 12 months (if not already). The successful applicant will work from home with a supplied laptop and printer.

The role is for 10 hours per week. The starting salary is commensurate with the National Association of Local Councils (NALC) pay scales depending on experience and is subject to an annual review along nationally agreed and published guidelines.

This post is subject to a 3-month probationary period.

Applicants to send CV and covering letter to clerk@fleetparishcouncil.gov.uk

Closing date: 12th December 2025. Interviews will take place in December with a proposed start date of 1st January 2025.