

EASTOFT PARISH COUNCIL

invites applications for the position of

PARISH CLERK/RFO

This is a part-time post and is worked from home. The successful applicant will be required to attend 6 council meetings in the year with additional planning meetings as required.

Duties will include managing both the council's administration and the services it provides for the people of the parish, servicing council meetings, fulfilling the statutory role of Responsible Financial Officer, undertaking research, advising councillors and carrying out such other duties as are appropriate to the role of Parish Clerk.

Salary: Current rate is £1260 per annum.
SCP18-22.Monthly hours 8 per month.

Applications to the Clerk please email
clerk @eastoftparishcouncil.org.uk or ring 01724 712553.Please
apply for an application form to 22 Field Road Crowle
Scunthorpe DN17 4HP.

Closing date is by 10 June 2022.Interviews will be held at a
suitable time to be arranged.

Attendance for a transitional period would be advantageous but is
not a condition of being considered for the role.