



Appointment of Town Clerk (and/or Responsible Financial Officer)

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

The Town Council's responsibilities include management of a cemetery, grass cutting, village maintenance and parks. The successful candidate will need to be highly motivated and efficient. The role:

- Is able to attend council meetings (2nd Thursday of each month),
- Has 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
- Has a proven record in bookkeeping and budget planning
- Is well organised and able to meet deadlines
- Is proficient with Microsoft office packages
- Is proficient with IT including website updates
- Is willing to undertake any other duties as may be reasonably required from time to time. You will be required to attend additional evening or daytime meetings
- Is 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 and be able to demonstrate knowledge of local government procedures, finance and law.

This post is subject to a 6 months probationary period. Salary dependant on experience and in accordance with National pay scales.

Applicants to send CV and covering letter to the Town Clerk to
clerk@caistortc.co.uk

Closing date: 29th July 2022

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: <https://caistor.pariah.lincolnshire.gov.uk/>

For more information, please contact the current Town Clerk, Carl Thomas, on 01472 476122 email clerk@caistortc.co.uk.