

SWINESHEAD PARISH COUNCIL



Parish Council Office

1 & 2 North End | Swineshead | PE20 3LR

Chairman | Councillor Carl Gibbard

Clerk | Victoria Clark

VACANCY: Clerk (Proper Officer) & Responsible Financial Officer (RFO)

Salary: SCP 21–32 (£16.93 - £20.48 per hour), dependent on experience. This role includes an opt-in pension scheme and a three-month probationary period.

Hours: Part-time, 13–15 hours per week. Some evening attendance is required for meetings.

Location: Swineshead Parish Council Office and home-based working.

Role Overview:

Swineshead Parish Council is seeking an organised, proactive, and enthusiastic individual to serve as Clerk & RFO to the council

This is a key role in ensuring the smooth running of the Council's operations and finances.

Key Responsibilities:

- Ensure compliance with all legal, statutory, financial, and governance requirements.
- Organise and administer Council meetings, ensuring decisions are implemented effectively.
- Act as the first point of contact for the Council and foster strong relationships with local and regional bodies.
- Manage the Council's finances, administration

Person Specification:

- Self-motivated, highly organised, and able to prioritise tasks effectively.
- Strong literacy, numeracy, and IT skills.
- Financial and administrative experience.
- Ability to work independently and collaboratively as part of a team.
- A flexible and proactive approach to work.
- Willingness to undertake relevant training, including working towards the Certificate in Local Council Administration (CiLCA) if not already qualified.

Council Responsibilities Include:

- Management of the Community Library, Community Hub, Swineshead Archive, Allotments, Play Area, Village Maintenance, and Highways Grass Cutting.

How to Apply:

Please apply in writing by sending your CV to:

Contact: Mrs. Victoria Clerk

Position: Clerk to the Council

Email: swinesheadpc@gmail.com

Closing Date for Applications: 24 April 2025 – *Early applications encouraged, as this date may change if the right candidate is found.*

Interviews: April and May 2025

Start Date: 1 July 2025 (with a two-month handover period with the current Clerk
Swineshead Parish Council welcomes applications from all sections of the community.

For more information, please contact the Clerk or visit our website:

swineshead.parish.lincolnshire.gov.uk
