FOSDYKE PARISH COUNCIL

**Job Vacancy**

**Council Clerk / Responsible Financial Officer / Proper Officer**

Fosdyke Parish Council are seeking to appoint a new Parish Council Clerk, to start as soon as possible.

**About the parish and parish council:**

Fosdyke is one of eighteen civil parishes which, together with Boston town, form the Borough of Boston local government arrangement, in place since a reorganisation of 1 April 1974 which resulted from the Local Government Act 1972. Fosdyke parish forms part of the Five Villages electoral ward, along with Algarkirk, Bicker, Sutterton and Wigtoft. The council is made up of 5 councillors and admin assistant (currently acting as interim clerk). The parish council meet on the first Tuesday of every month, these meetings are held in the village hall. ***It is a requirement of the post that the Parish Council Clerk attend these meetings in person.***

**About the post:**

As a Parish Council Clerk, you will also be the Responsible Financial Officer and the Proper Officer.

As this is a statutory post, the Parish Council Clerk, must be at least 18 years old, and will initially be employed for six hours per week however this will be reviewed after 6 months and subject to change if necessary.

The rate of pay is dependent upon qualification.

Annual leave is calculated at 33.6 hours per year.

**Requirements:**

A knowledge of how local councils work is required, as would experience of working for a town or parish council in a similar role. Administrative and / or accounting experience, a community spirit and commitment to enhancing the parish is also required.

A CiLCA qualification would be advantageous, if you do not hold this qualification, you should be willing to work towards completing this during the first two years in post. Further details about the Level 3 Certificate in Local Council Administration (CiLCA) can be found here: [https://www.lalc.co.uk/cilca.](https://www.lalc.co.uk/cilca) Fosdyke Parish Council will pay associated training .

The post holder will be appointed on a permanent basis, subject to satisfactorily completing a 6 month probationary period.

A laptop and mobile phone will be provided for council use. The council is keen to move towards becoming a paper-lite organisation.

**How to apply:**

For further information and an informal conversation please e-mail Courtney Glenn, the current Acting Parish Council Clerk on clerk@fosdyke.com.

Applications via CV and a covering letter, are to be sent to Courtney Glenn marked “Private and Confidential” by e-mail to clerk@fosdyke.com or by post to:

Courtney Glenn

Fosdyke Parish Council

42, Old Main Road

Fosdyke

Boston

Lincolnshire

PE20 2BU

Applications will be reviewed as they come in, therefore no closing date has been set.

The closing date for applications is Monday 20th October 2025.