

**NOCTON PARISH COUNCIL – VACANCY**  
**CLERK AND RESPONSIBLE FINANCIAL OFFICER.**

Nocton Parish is situated 7 miles South East of Lincoln and the Parish Council currently consists of seven Parish Councillors.

Following the resignation of our Clerk, we are now looking to recruit a new Clerk/RFO to the Parish Council as soon as possible. The individual we appoint would be ideally qualified and hold the CiLCA qualification, however applicants who are willing to study towards, or are at present working towards this qualification, are welcome to apply.

Suitable applicants should be able to demonstrate confidence and proficiency within the necessary requirements: -

- I. Ability to manage correspondence for and on behalf of Nocton Parish Council, including incoming and outgoing mail.
- II. Compliance in IT literacy, the Parish Council currently uses Windows 10 application together with Microsoft Word and Excel software packages, and other media platforms.
- III. Be able to work effectively and independently.
- IV. Able to manage a diverse range of work within the Parish Council Accounts, such as, Monthly Financial Reporting, presenting reports for Internal and External Audit, consolidating of Invoicing and Payments, making payments to the various bank accounts via on-line banking.
- V. Be able to prepare agendas and take accurate minutes to be posted on the Council's website.
- VI. Able to ensure that the Nocton Parish Council are kept up to date, conform with current legislation and documentation. There will be evening meetings of Nocton Parish Council, usually on the second Tuesday of the month commencing at 7pm.
- VII. Salary will be within LCI of the Nation Joint Council for Local Government Services pay scale.
- VIII. The candidate will be expected to work from home and to work flexibly over 31 hours per calendar month.
- IX. To support The Nocton Hub (Village Hall), alongside the Parish Council, co-ordinating timesheets for payroll, and liaising with the Hub Manager as necessary.
- X. To liaise with District and County Councils and their Councillors as necessary.
- XI. To Liaise with the Village Keeper as necessary.
- XII. To deal with and process Planning Applications.
- XIII. To respond to residents enquiries promptly and with courtesy.

In the first instance, applicants should apply by covering letter and CV and be emailed to: - [cllr m clarke@noctonparishcouncil.gov.uk](mailto:cllr_m_clarke@noctonparishcouncil.gov.uk) or write to Cllr M Clarke, Acting Clerk, Nocton Parish Council, C/O The Hub, Main Street, Nocton, Lincoln, LN4 2BH.

It is planned that interviews will take place on a selected date in February 2022.