**Kings Ripton Parish Clerk & Responsible Financial Officer Vacancy**

12 hours per month

The successful applicant will be required to work from home.

Working times are flexible but there is a requirement to attend

 evening meetings (usually bi-monthly) - currently online.

Previous experience as a Parish Clerk who holds the Certificate in Local Council Administration (CiLCA) and bookkeeping are ideal.

The pay scale as LC1 (5 – 17) hourly rate between £10.04 to £12.73, depending on experience.

Start date: 15th March 2021 to permit handing over of role from outgoing clerk.

 Please send the Cover Letter & CV

Closing date for applications 5th March 2021

Interviews: until March 2021

For more information or to apply, please email

clerk.kingsripton.pc@gmail.com