

Notice of Vacancy

Amcotts Parish Council have a vacancy for the combined post of Parish Clerk and Responsible Finance Officer

The village of Amcotts is situated on the west bank of the River Trent, North-West of Scunthorpe, in North Lincolnshire and lies within the Isle of Axholme.

The post provides full administrative support to the Parish Council for all aspects of its operations including administration and finance. This is a rewarding opportunity for the successful applicant to work alongside councillors and the residents of Amcotts, to ensure smooth and effective running of the Parish Council. This would be an ideal opportunity for an existing clerk who is looking for an additional part-time clerk position or someone who is looking to take their first steps in local government administration.

Main duties include the administration of meetings (producing agendas and minutes), actioning the decisions taken by the Council, updating the Council's website, payment of invoices, the maintaining of financial records and the production of year-end accounts. The Parish Council meet every other month (usually on a Thursday evening).

Knowledge of Local Government legislation and/or previous experience is desirable but not essential.

Working hours are 8 per month (including an evening meeting every other month). The salary is £1,079.49 per month (NJC 2018/19 scale 23 £21,693 pro rata at 8 hours per month).

Information about Amcotts Parish Council can be found at www.amcottsparish.co.uk

To apply: Applicants should email an expression of interest to clerk@amcottsparish.co.uk that demonstrates their suitability, outlines their skills and any qualifications which are applicable.

For more information please email Chris Cowan, the current clerk, at the above email address or telephone 07429 264938.

The closing date to receive expressions of interest is Thursday 21st February 2019 (23:59hrs).