

Kirkby la Thorpe Parish Council

[www.kirkbylathorpe.com](http://www.kirkbylathorpe.com)

Kirkby la Thorpe Parish Council is seeking a new Clerk and Responsible Financial Officer to start in July 2017.

We are looking for someone with good IT and administrative skills, preferably some basic accounting skills and an interest in the local community. Holding the CiLCA qualification, or willingness to achieve it within a year, would be an advantage. The Parish Council normally meets on the second Thursday of alternative months and the Clerk would be required to work from home, between meetings.

Duties will include clerking meetings, advising the Council, managing the Council's accounts, PAYE, updating the Parish Council's website to ensure compliance with Transparency Regulations, regular checks of the Play Area equipment and extracting the data from the Council's Speed Indicator Device (SID).

A full handover will be given by the current Clerk and training will be provided where necessary

We are offering 20 hours a month at NJC SP 15-18, depending on experience and qualifications.

For more details please contact the Clerk, Debbie Scott on 07973 330765 or [clerk.kltpc@gmail.com](mailto:clerk.kltpc@gmail.com), or the Chairman, Phil White on 07776 337744.

Application letters, giving full details of your qualifications and experience and why you would like to work for the Parish Council, should be addressed to the Clerk, Kirkby la Thorpe Parish Council, 9 Forum Way, Sleaford NG34 7FF [clerk.kltpc@gmail.com](mailto:clerk.kltpc@gmail.com), and received by Friday 23<sup>rd</sup> June.