

DONINGTON PARISH COUNCIL

DONINGTONPC@GMAIL.COM

07711208941

VACANCY: Clerk (Proper Officer) & Responsible Financial Officer (RFO)

Salary: SCP 21–32 (£16.93 - £20.48 per hour), dependent on experience. This role includes an opt-in pension scheme and a three-month probationary period.

Hours: Part-time, 12 hours per week. Evening attendance is required for meetings. Location: home-based working.

Role Overview:

Donington Parish Council is seeking an organised, proactive, and enthusiastic individual to serve as Clerk & RFO to the council. This is a key role in ensuring the smooth running of the Council's operations and finances.

Key Responsibilities:

- Ensure compliance with all legal, statutory, financial, and governance requirements.
- Organise and administer Council meetings, ensuring decisions are implemented effectively.
- Act as the first point of contact for the Council and foster strong relationships with local and regional bodies.
- Manage the Council's finances, administration

Person Specification:

- Self-motivated, highly organised, and able to prioritise tasks effectively.
- Strong literacy, numeracy, and IT skills.
- Financial and administrative experience.
- Ability to work independently and collaboratively as part of a team.
- A flexible and proactive approach to work.
- Willingness to undertake relevant training, including working towards the Certificate in Local Council Administration (CiLCA) if not already qualified.

Council Responsibilities Include:

- Assistance with the Community Library, Allotments, Skate Park, Village Maintenance, and Highways Grass Cutting. Management of two cemeteries.

How to Apply:

Please apply in writing by sending your CV to: Contact: Mrs. Diane Fairweather Clerk to the Council Email: Doningtonpc@gmail.com

Closing Date for Applications: 2nd May 2025

Interviews: May 2025

Start Date: 1 July 2025 (with a two-month handover period with the current Clerk Donington Parish Council welcomes applications from all sections of the community. For more information, and full job description, please contact the Clerk, Diane Fairweather, doningtonpc@gmail.com