

Vacancy for a part-time Parish Clerk: **Bonby Parish Council**

Bonby Parish Council has a vacancy for a **Parish Clerk for 30 hours per month** which encompasses the duties and responsibilities of Responsible Financial Officer.

Bonby is a small rural community situated in the middle of the Low Villages between Worlaby and Saxby All Saints and between the larger market towns of Brigg and Barton on Humber.

Our small village has a playground and playing field for younger members of the community, the Gilman Trail for walking and picnicking for all ages, a village hall available for all events, ancient and lovely St Andrews Church, a restaurant and a village shop and post office. There are approx. 500 residents, with an and a precept of approx. £12,000.

The council usually meets **once a month on the first Monday at Bonby Village Hall, 7-9pm. There are no meeting is August or January.**

Further information about the village can be found at www.bonbyparishcouncil.gov.uk

The councillors work together to improve the village and environs, and welcome applications from people who can implement the decisions of the parish council effectively, monitor and balance accounts and assist with advising councillors when appropriate and undertaking research.

You should have a good standard of written English, attention to detail, experience of preparing accounts and administering meetings. You should be a good communicator, tactful and sensitive.

Preference will be given to those who have a CiLCA qualification, or those who are willing to work towards it.

The hours are **flexible and the work is predominantly home-based** but will be required to attend all full parish council meetings in **Bonby**.

We offer a Working from Home allowance and travel expenses for attendance away from your home base.

Payment is on the NJC scale as follows: **18 to 23**

Annual Leave: You have **20 days** (pro-rata) in addition to the normal bank and public holidays, **increasing to 25 days after 5 years' service.**

For a friendly and informative chat please contact **Cllr Sarah Harriman on 07519 746 3111** or email sarah.harriman@hotmail.co.uk.

Job description and person specification, and application form can be obtained by emailing clerk@bonbyparishcouncil.gov.uk or viewed on

www.bonbyparishcouncil.gov.uk apply by sending your application form to clerk@bonbyparishcouncil.gov.uk.

Closing date: **22nd November 2024**

Interview date: **TBC, w/c 25th November 2024**