

Belchford and Fulletby Parish Council currently has a vacancy for a Clerk and RFO (Responsible Financial Officer).

The position arises due to the resignation of the current Clerk.

1. The Clerk to the Council will be the Proper Officer of the Council and as such is under statutory duty to carry out all the functions, and, in particular, to serve or issue notifications required by law of a local authority's Proper Officer.
2. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
3. The Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect of the Authority's activities and, in particular, to produce all the information required for making effective decision and to implement constructively all decisions.
4. The person appointed will be accountable to the Council for the effective management of all its resources including the management of the Village Hall and will report to it as and when required.
5. The Clerk will be the Responsible Financial Officer and will be responsible for all financial records and the careful administration of the Council's finances.

Salary: NJC Scale 15 to 17 dependent on experience and CiLCA Qualification.

Hours: 8 hours per month

Place of work; Working from Home, with attendance at Belchford Village Hall, Fulletby Church or Glebe Field Fulletby for meetings.

If you would like more information, or an informal chat re the position, please contact Jill Newby on 07917 110614 or Katy Hockham on 07792 869530.

Please apply by sending your CV, or alternatively complete the application form, including contact details for 2 referees, and a short letter supporting your application to: Katy Hockham at katy.marris@elancoah.com

Closing date: **15th September 2026**

It may be possible for the successful candidate to have a changeover period with the current Clerk, depending on timelines of application.

Please see further details of this role on the attached document.