

Vacancy for Clerk to Foston Parish Council

Foston Parish Council seeks a permanent Clerk/Responsible Financial Officer. This post is part-time involving 4 hours per week on average; this includes seven evening meetings per year.

The successful candidate will:

- Be responsible for the administration of the Parish Council including the management and preparation of formal agendas, minutes, correspondence, financial administration and financial records.
- Preferably have some previous administrative or local government experience. The CiLCA qualification (or equivalent) is desirable, but support would be given to a candidate willing to study for this.
- Be computer literate and competent in using Microsoft Office, along with book-keeping skills
- be prepared to work on a flexible basis from home and attend seven Parish Council meetings throughout the year. Be subject to a mutual probation period of 6 months.

Foston Parish Council is a small, vibrant village, (electoral role of 450, precept £14,5000) close to Grantham. The Parish Council manages a children's' playground and playing fields only.

The Salary will be as per the National Association of Local Councils Salary Scale commensurate with experience; LC1 SCP 18-22 (£30,559 -£32,654) Pro Rata

For more information or an informal chat, please contact:
the clerk via e-mail: clerk@fostonpc-lincs.uk or Cllr Richard Litchfield –
Chairman 07838 735487 / richard.litchfield@icloud.com

Please apply in writing or by email, (including your CV) and return to:

Cllr Richard Litchfield,
Chairman Foston Parish Council
Minden House
Foston
GRANTHAM
NG32 2LD

Email: richard.litchfield@icloud.com

Closing Date: Friday 25th July 2025 – 17:00