

CARRINGTON and NEW BOLINGBROKE TOWN COUNCIL

2 Frith Bank
BOSTON
PE22 7BA

Town Mayor:
Deputy Mayor:
Town Clerk:
Email:

Councillor Ken Rundle
Councillor Eric Wells
Mrs Victoria Clark
cnbtowncouncil@gmail.com

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

Salary: SCP 21–32 (£16.93 - £20.48 per hour), dependent on experience.

Hours: Part-time, 3–4 hours per week. Some evening attendance is required for meetings
The Council normally holds meeting 9 months a year on a Tuesday evening

Location: Home Based with meeting in the Village & Town Hall

Role Overview:

Carrington and New Bolingbroke Town Council are 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:

- Parish Land, Play Area, Village Maintenance, Defibrillator, Bus Shelter, War Memorial

How to Apply:

Please apply in writing by sending your CV and covering letter to:

Contact: Mrs. Victoria Clerk

Position: Clerk to the Town Council

Email: cnbtowncouncil@gmail.com

Closing Date for Applications: 24 April 2025 – *Early applications encouraged, as this date may change if the right candidate is found.*

Interviews: April and May 2025

Start Date: 1 July 2025 (with a two-month handover period with the current Clerk

Carrington and new Bolingbroke Town Council welcomes applications from all sections of the community.

For more information, please contact the Clerk or visit our website: <https://carrington-new-bolingbroke.pariah.lincnlnshlnre.gov.uk/>
