

# Donington on Bain Parish Council

## Appointment of Parish Clerk and Responsible Financial Officer

A part-time Clerk is required for approximately 8 hours per week.

The Parish Council's responsibilities include management of the local MUGA, children's play area, allotments, cemetery, grass cutting and general Parish maintenance.

The successful candidate will need to be highly motivated and efficient. The successful candidate will:

- advise the council and ensure council compliance with legislation and best practice
- attend council meetings on the 1st Tuesday of every month at the village Hall in Donington on Bain
- have excellent communication and people skills, as you will need to liaise with Councillors, District and County Council representatives, members of the public and third-party organisations both written and verbally
- have a proven record in bookkeeping and budget planning
- be well organised and able to meet deadlines
- be proficient with Microsoft office packages e.g. Word, Excel
- be proficient with IT including website updates and email maintenance for councillors
- be willing to undertake any other duties as may be reasonably required from time to time
- be required to attend additional evening and daytime meetings.
- Will be able to attend training courses or seminars on the work and role of the Clerk as required by the Council.

Ideally, the successful candidate will be a qualified clerk or prepared to study for and attain the Certificate in Local Council Administration (CiLCA) qualification within the first 12 months in post and be able to demonstrate knowledge of local government procedures, finance and law.

The role is home-based, for which a home-working allowance will be paid.

This post is subject to a 6 month probationary period. Salary is dependent on experience but will be within the range of SCP14-20 pro-rata (currently £15.31 to £16.90 /hour). The number of hours per week will be reviewed after 3 months.

Applications including a CV and covering letter should be sent to the Parish Clerk to [doningtononbainpc@gmail.com](mailto:doningtononbainpc@gmail.com). **The closing date is Monday 8th December 2025.**

Interviews will take place **week commencing Monday 15th December** (tbc)

For a copy of the job description and person specification and more information about the Parish Council and local community, please contact the Chairman: [Karl.Kay@icloud.com](mailto:Karl.Kay@icloud.com)

For more information, please contact the current Clerk, Viv Davies by emailing [doningtononbainpc@gmail.com](mailto:doningtononbainpc@gmail.com)

***We are an equal opportunities employer and we welcome applications from all suitably qualified persons.***

