

TEALBY PARISH COUNCIL

Invite applications for the position of

Clerk and Proper Officer/Responsible Financial Officer

Tealby is a village and civil parish in the West Lindsey district of Lincolnshire, situated on the edge of the Lincolnshire Wolds. It is a beautiful picturesque village, on the Viking Way, in an area of Natural Outstanding Beauty.

The post is for 5 hours per week, working from home with equipment provided by the parish council if required. The role includes overall administration of the parish council's business, including preparation of papers for meetings, taking and production of accurate minutes, dealing with correspondence and monitoring the council's policies. As Responsible Financial Officer the post-holder will also be responsible for dealing with all aspects of the council's financial activities.

Applicants should possess good IT skills. Strong organisational and administration skills are essential. Previous experience in this role is desirable.

The salary is dependent on experience, but will be within the local government scale recommended for Parish Clerks, and is subject to annual review along nationally agreed and published guidelines.

For an informal chat, please contact the Chair (Steven Spivey) on 07810 885816 or email cllr.spivey@tealbyparish.gov.uk

The closing date for receipt of applications (Letter and CV) is Friday 31st July 2026.

Criteria	Essential	Desirable
Prior experience in working as a Parish Clerk / Responsible Officer		✓
Ability to prepare Agendas / Minutes	✓	
Knowledge of the legislation that applies to Parish Councils	✓	
Use of spreadsheets	✓	
Knowledge/Experience in operating payroll with HMRC Basic Tools	✓	
Knowledge/Experience of recording and reclaiming VAT	✓	
Knowledge/Experience of keeping accounting records	✓	
Knowledge/Experience of managing a cemetery and keeping records		✓
Strong communication skills	✓	
Highly organised	✓	