

Job Vacancy

Name of Council	BILLINGBOROUGH Parish Council
Job Title	CLERK/RFO
Vacancy Statement	Billingborough Parish Council is looking for an experienced, enthusiastic, and self-motivated person to take on the role of parish clerk and responsible financial officer.
Requirements	Being CILCA qualified, or having knowledge and understanding of local government, the Scribe accounting system and online banking, whilst not essential is desirable. Above all, the applicant must have exceptional organisational skills and attention to detail with the ability to manage multiple tasks and meet deadlines. Strong communication skills are required, both written and verbal, as is the ability to work independently and proactively, with a good standard of IT and computer literacy. Responsibilities are briefly, and not limited to; Coordinating meetings, writing agendas, minutes, policies, and reports, dealing with all correspondence, and executing decisions made by the Council. Overseeing and reporting on the council's finances, including budget preparation, all invoices and receipts, VAT reclamation and preparing accounts for both internal and external auditors. Acting as an adviser to the Council when required and managing the cemetery.
Salary	Salary will be paid monthly according to experience between SCP 18-28 There will be a 6 month probationary period and the start date is Sept/Oct 2026
Hours	12 hours per week
Place of work	Work from home/attend 9 scheduled evening meetings plus any others as and when required.
Please apply by sending your CV and a covering letter to:	
Contact	Hayley Beaver
Position	Clerk/RFO
E-mail	clerk@billingborough-pc.gov.uk
Telephone	07415 842591
Closing date for applications:	10/08/2026 (interviews w/c 17/08/2026).

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Info : <https://billingborough.parish.lincolnshire.gov.uk/council-business/parish-council-vacancies>

Prior to submission to LALC – which vacancy recruitment advertisement service do you want?

€ Free – advert on LALC website/ ENews until closing date but may be extended.

€ £80 – advert on LALC website, LCC website, Indeed, LALC Facebook, LALC LinkedIn until closing date. The fee is payable again if re-advertised.

Please email to enquiries@lalc.co.uk or attach this to an enquiry in the LALC portal.