



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Vanessa Oliveri

Email: clerk@minsterlovell-pc.gov.uk

Tel: 07712 705865

Parish Clerk and Responsible Finance Officer – Minster Lovell Parish Council.

Minster Lovell Parish Council is looking for a confident self-starter to take on the role of Clerk and Responsible Finance Officer. The Parish Council is made up of 7 Councillors dedicated to serving the needs of our community and maintaining the beauty of this historic Village. You will work from home in your role, with some travel for meetings and activities, which are held in Minster Lovell.

The role is flexible at 15 hours per week and involves attendance at Parish Council meetings, which are held at 7.00 pm on the third Monday of each month. The successful applicant will prepare agendas and supporting documentation, produce the Minutes of the meetings, carry out actions from the Minutes, and give advice on council policies and procedures.

As Responsible Financial Officer you will keep the financial records, deal with invoices and payments, create the annual budget and complete and submit internal and external audits.

This is a wide ranging and interesting role which is pivotal to the smooth running of the Parish Council. The successful candidate will work closely with Councillors, residents and contractors.

The Parish Council is looking for someone who is confident, highly motivated and an excellent communicator, with good organisational and administrative abilities who can comfortably work alone. They must be IT literate. A laptop, printer and mobile phone will be provided.

In addition to a very competitive salary, LC2 (18-23) £30,559 - £33,366 p.a. pro rata (negotiable for an experienced candidate) we offer a work from home annual allowance, up to 28 days annual leave pro rata, auto enrolment pension scheme, funded training courses and ongoing professional development.

To apply please send your CV and a covering letter of no more than two sides of A4, saying how you meet the selection criteria to clerk@minsterlovell-pc.gov.uk. Please see <https://minsterlovell-pc.gov.uk/news/parish-clerk-vacancy> for recruitment pack. Informal discussions on the role with the Council Chairman and/or current clerk are also offered. **CLOSING DATE mid-day (12.00 noon) 22 June 2026.**

