

<b>Name of Council</b>	<b>Welton Parish Council</b>
<b>Job Title</b>	Parish Clerk & RFO
<b>Vacancy Statement</b>	Welton Parish Council has a vacancy for a Parish Clerk and Responsible Finance Officer.
<b>Requirements</b>	<p>Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be seen as an essential quality. The parish clerk will be responsible for the administration of the business and finances of the council.</p> <p>The successful applicant must be computer literate, with good communication and organisational skills. A friendly and positive outlook is essential.</p> <p>The post includes some evening work for attendance at the monthly council meetings.</p>
<b>Salary</b>	Starting salary scale LC2, SCP 13 (£15.06 per hour)
<b>Hours</b>	30 hours per month (including holiday allowance)
<b>Place of work</b>	Work from home.
<b>Please apply in writing to:</b>	
<b>Contact</b>	Ian Dalziel
<b>Position</b>	Chair, Welton Parish Council
<b>Address</b>	weltonparishclerk@gmail.com
<b>Telephone</b>	07956 401 232
<b>Closing date for applications:</b>	5pm on <b>20<sup>th</sup> February 2026</b>

To find out about the role of the Clerk download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled [\*"The Essential Clerk"\*](#)