



CLERK AND RESPONSIBLE FINANCIAL OFFICER TO BOTTISHAM PARISH COUNCIL

Applications are invited for the above position in a village of 1750 electors. This is a home-based permanent position for an average of 12 hours/week (work-load will vary over the year, so flexibility will be required). Equipment is provided and a home working allowance.

The salary is aligned with national pay scales and pro-rata ranges from £6997-£8706/annum, dependent on experience and qualifications. However there may be flexibility beyond this for the right person. A pension is also provided.

Key features of the role are:

1. Preparation of agendas for Parish Council meetings in conjunction with the Chair and taking of minutes, together with comprehensive administrative support. Meetings are held on the first Monday evening of each month (excluding August and on bank holidays when the meeting is held on a Tuesday).
2. Attendance and provision of administrative support to Parish Council Committees/work-groups and the Annual Parish Meeting.
3. Responsibility for making all payments, the financial records of the Council and the careful administration of its finances, including audit. You will be required to store Parish Council records and documents securely.
4. Managing the cemeteries and grass-cutting around the village.
5. Advising the Parish Council on observance of good practice, Council standing orders and legal requirements.
6. The primary administrative point of contact and correspondent with residents and external bodies.

The candidate will be expected to work towards the CILCA qualification for Parish Clerks (if not already qualified), for which the Council will provide support. You will need to be personally approachable with strong communication and organisational skills and be self-motivated. A working knowledge of local government procedures is desirable, although not essential.

The post becomes vacant on 6th April 2023 but we would, ideally, prefer the candidate to commence employment prior to this to allow for a short handover.

A full job description and Person Specification is available from the Parish Clerk at: clerk@bottisham-pc.gov.uk
Tel: 07774 490607.

To apply for the position please send your CV and a covering letter to the Chair of Council at:
jon.ogborn@bottisham-pc.gov.uk.

Applications will be reviewed on receipt until the vacancy is filled.