



Little Downham
Parish Council

STAFF VACANCY

CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

Little Downham Parish Council is seeking to appoint an innovative, forward thinking and proactive Parish Clerk.

Applicants should be computer literate with knowledge of Word, Excel and Email, be well organised, able to meet deadlines and a good communicator with confidence in dealing with members of the public.

The Council uses Scribe Accounting software

Attainment of Certificate in Local Council Administration (CiLCA) minimum is preferred, but agreement to undertake after the probationary period would be acceptable.

28 hours per week spread over five days with monthly evening meetings.

Salary, based on experience and qualification, within LC2 of the National Salary Award 2020/21

For further information or a Recruitment Information Pack, please contact Mrs J Wardle, Parish Clerk.

30 New Close Road, Little Thetford, Ely, Cambs CB6 3HQ
Telephone: 01353 649499 Email: ltdownhampc@btinternet.com

Closing date for applications:

5.00pm on 12th October 2020

Interviews will be held remotely on 19th & 20th October 2020

CVs alone will not be accepted.