

Parish Clerk

Benwick, Cambridgeshire

Part- time (8hrs/week)

£19,312 - £22,183 (pro-rata) depending upon related qualifications and experience

Benwick is a small village, with a population of about 1000. The Parish Council is made up of seven councillors.

The Clerk is responsible for ensuring that the Council as a whole conducts its business properly, providing independent, objective and professional advice and support. You will prepare agendas for all meetings of the Council, attend the meetings and record accurate minutes of the proceedings. You will provide all necessary administrative support to the Council and its members to enable them to perform their function effectively. As Responsible Financial Officer, you will manage the administration of the Council's finances, preparing budgets, monitoring expenditure, producing accounting statements and supporting the annual audit process. Finally, you will be responsible for the administration of the Benwick Cemetery.

The ideal candidate will be a CiLCA qualified Parish Clerk or a person willing to work towards this qualification, with a working knowledge of local government policy and procedures, excellent communication skills, a high level of IT expertise and the ability to be flexible with regard to the needs of the job. There will be a requirement to attend council meetings, which are usually held in the evening.

We are looking for a self-motivated, enthusiastic individual; with integrity, diplomacy when dealing with people, and strong organisational/time management skills.

Please send your completed application, including a current CV to:

benwickparishcouncil.clerk@gmail.com

Closing date for applications: 18th December 2020

Start date 1st April 2021

Further information, including a full job description is available

<http://www.benwickparishcouncil.btck.co.uk/Vacancies>