

Appointment of Parish Clerk (and Responsible Financial Officer (RFO))
Salary Range - £22,021 to £26,999 (Pro rata) (This will be paid according to qualifications and experience.)

We wish to find a lively, enthusiastic, and highly motivated person to support our equally lively and energetic Parish Council, as Clerk and RFO.

We believe we can offer the right candidate an exceptionally interesting and challenging opportunity, which will allow them to make a real positive contribution and difference to the future of our community.

To be successful in this role, our Clerk must be good at building and developing workable and positive relationships at all levels as well as possessing a good sense of humour. Candidates for this position should ideally hold the Certificate in Local Council Administration (CiLCA). However, we also welcome applications from candidates who wish to undertake this qualification as part of their commitment to developing a career in local government administration.

In this role, our Clerk will work 16 hours per week, to be worked flexibly and mainly from their own home in a suitable home office environment. The Clerk will also be required to attend a minimum of one evening meeting per month (except August) and an Annual Parish Meeting.

In addition to supporting, advising, guiding, and implementing the decisions on behalf of the Council, the successful candidate will also be responsible for:

- the 'day to day' management of our Recreation Ground/Pavilion and Recreation Ground Co-ordinator
- arranging, publicising, and attending monthly Parish Council meetings (currently 2nd Wednesday of the month) and one Annual Parish Meeting.
- providing all administrative support to the Council
- managing the Council's finances and preparing the accounts for annual audit
- liaising with District and County Councillors (and other organisations as needed)

The Council will make a financial contribution towards the cost of using the Clerk's home as their work base and will ensure that appropriate office resources are made available.

Further information including a Job Description and Person Specification can be obtained by emailing recruitpc@comberton.org

To apply please send your CV and covering letter setting out your suitability for the job to Caroline Abraham on recruitpc@comberton.org by midday on **Friday 28th August**. Interviews are expected to take place during week commencing 7th September.