

**Little Abington Parish Council**  
**Appointment of Clerk and Responsible Financial Officer**

Salary will be in line with the nationally agreed pay scale, based upon experience.

Little Abington is a small parish with a population of approximately 412 which is growing. The Parish Council consists of 7 Councillors.

Our current Clerk is retiring in January 2022 and we are seeking a replacement for this important part-time role. A handover period would be requested to enable smooth transition.

It is essential the candidate we appoint is:-

- Qualified and holds CILCA qualification or is prepared to achieve through training
- Self-confident in managing their relationships with people at all levels
- Able to work independently and effectively
- Able to manage a diverse range of work
- Able to manage Parish Website
- Able to attend monthly evening meetings which are held at the Village Institute. Plus any other meetings by mutual arrangement.

Because of the nature of the work we expect the person we appoint to work flexible for approximately 8 – 10 hours per week. The actual hours will be subject to mutual agreement on appointment which may include occasional weekend working. The successful candidate will be expected to work from home for much of the allotted time.

A computer will be provided by the Council.

We expect our successful candidate to demonstrate a good understanding of local government procedures, finance and law as appropriate for a small Parish Council.

This is a varied role where they will be responsible to the Council for all aspects of finance and administration of the Council, providing appropriate advice and implementing decisions.

To be successful in the role the Clerk will need to build relationships at all levels and demonstrate strong organisational, time management, administrative and all IT skills.

A full job description and Person Specification is available from the Chairman, Sheila Bolden, to whom questions concerning the role should be addressed in the first instance.

Applications to be by CV which should be sent by email to: [sheila.bolden@btinternet.com](mailto:sheila.bolden@btinternet.com)

Suitable applicants will be interviewed by the Chair and another Councillor.