



*Little Downham
Parish Council*

STAFF VACANCY

Clerk to the Council & Responsible Financial Officer

The Parish of Little Downham is located in East Cambridgeshire 2 miles from Ely with an Electoral Roll of 2028 (01/02/2019).

Applications are invited for the post of Clerk to the Council, which includes Responsible Financial Officer.

This is a home-based, part time, permanent vacancy for 28 hours per week spread over five days. Equipment will be provided. You will be required to be able to store Parish Council records and documents securely.

Salary scale within LC2 will be subject to experience and qualification, plus Local Government Pension Scheme and home working allowance.

The role will include attendance of evening meetings, documenting and circulation of minutes for these meetings together with providing comprehensive administration support. The Clerk is the Responsible Financial Officer and as such will be responsible for all financial records of the Council and the careful administration of its finances. The Council uses Scribe Accounting software (training can be provided).

The ideal candidate will be a CiLCA (Certificate in Local Council Administration) qualified Parish Clerk or a person willing to work towards this qualification, a working knowledge of Local Government procedures, with excellent communication skills, high level of IT expertise and an ability to be flexible with regards to the needs of the job.

To apply for the position please contact Cllr Richard Maxey for Recruitment Information and Application Form including job description or visit:

www.littledownham.net. CVs alone will not be accepted.

Tel: 07770 953293 Email: richardmaxeyldpc@gmail.com

Applications should be sent to: 44 Cannon Street, Little Downham, Ely, Cambs CB6 2SR by 5.00 pm on Wednesday, 6th January 2021. Shortlisted applicants will be invited for evening interviews shortly after.

**Closing date for applications:
5.00 pm on Wednesday, 6th January 2021**