



PARSON DROVE PARISH COUNCIL

WWW.PARSONDROVE-PC.ORG.UK

E-mail Theclerk@parsondrove-pc.org.uk

STAFF VACANCY

Parish Clerk & Responsible Financial Officer

The Parish of Parson Drove is located in Fenland approximately 7 miles from Wisbech in Cambridgeshire with an Electoral Role 1100.

Applications are invited for the post of Parish Clerk & Responsible Financial Officer.

This is a home-based, part time, permanent vacancy for 8 hours per week. Equipment will be provided. You will be required to be able to store Parish Council records and documents securely.

Salary scale (SCP 19-23) Plus 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 ideal candidate will be a CILCA 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. A full job description is available on request.

To apply for the position please send your CV and a covering letter via email to

theclerk@parsondrove-pc.org.uk

Or alternatively by post to Parson Drove Parish Council, 3 John Bends Way, Parson Drove, Wisbech, Cambs by the 6th November 2020.