

Swaffham Bulbeck Parish Council

Appointment of Clerk and Responsible Financial Officer



Following the promotion of the current Clerk, a vacancy has arisen for the appointment of ***Clerk and Responsible Financial Officer*** to Swaffham Bulbeck Parish Council.

This is a home-based, part time, permanent vacancy for typically 12.5 hours per week. The salary range is SCP 13-25 (£22627-29577 pro-rata) depending on experience and qualifications, plus home working allowance.

The role includes monthly attendance at evening meetings plus occasional evening meetings with working groups as they arise, preparing agendas, taking minutes, financial accounting, budgeting, cemetery management, communicating with organisations and members of the public, administration of the Parish Council website and providing guidance and information to the Parish Council.

The successful candidate will be CILCA-qualified or willing to work towards this qualification, a competent communicator, computer literate and well organised.

The job description and person specification is available from the Clerk or at www.swaffhambulbeckpc.org.uk. Applicants should forward their CV with a covering letter explaining their suitability for the role to clerk@swaffhambulbeckpc.org.uk

Closing date for applications 14th May 2021