

Grantchester Parish Council

Job Vacancy

Parish Clerk & Responsible Financial Officer

Applications are invited for the position of Clerk and Responsible Financial Officer to Grantchester Parish Council.

Salary in accordance with NJC LC1 scales 7-12 (pro rata) or by agreement commensurate with experience and qualifications.

12 hours per week.

Grantchester Parish Council has approximately 450 electors, 9 parish councillors and £20,600 as its annual precept for 2022-23.

The Parish Council meets every third Monday in the month throughout the year, except August. There may be additional meetings as required.

There is also a Climate Change Action Committee which meets on the first Tuesday of each month.

Whilst a smaller parish geographically and numerically, Grantchester's close proximity to Cambridge across the historic Grantchester Meadows means it has a wider role as the 'lungs of the city' and attracts a great deal of UK and international tourism especially since the success of the TV series 'Grantchester'. It retains close links with King's College, Cambridge, who are significant landowners in the parish.

The Clerk is responsible for the administration of the business and finances of the Council.

Candidates will need:

- Accurate administrative and financial skills, attention to detail. The Council is VAT registered and uses a digital accounting system (Scribe)
- Availability to attend evening meetings. The third Monday of each month for the Parish Council and first Tuesday of each month for the Climate Change Action Committee. There may be extra meetings if urgent matters arise.
- Computer literate with confident knowledge of MS Office applications and internet.
- Ability to meet deadlines and work alone; use of initiative
- Certificate in Local Council Administration (CiLCA) or equivalent, or a willingness to work towards it or similar training courses
- An interest in community life
- Good communication skills, plus a friendly and positive outlook

The role is home-based with overtime and travelling expenses paid as required.

To apply please send your covering letter and CV to clerk@grantchester.org.uk

For a copy of the job description and any queries please email as above.

Closing date for applications is 12 August 2022