

## Great Wilbraham Parish Council

### Parish Clerk & Responsible Financial Officer Vacancy

Great Wilbraham is a small village situated in a rural area some seven miles (11 km) to the east of Cambridge with a population of approximately 500. The parish council consists of 7 Councillors and meets bi-monthly with additional meetings (including finance).

The council is seeking to appoint a committed and enthusiastic person to fill the post of part-time parish clerk and responsible financial officer working from home. Applicants must be able to demonstrate that they have experience in administration, financial accounting and budgeting. To be successful in the role they will need to build relationships at all levels and demonstrate strong organisational, time management, administrative and IT skills.

Preferably they will have a working knowledge of local government law and procedures, or show they have the potential and willingness to learn with training. Unless already qualified the successful applicant will be expected to study for and obtain the Certificate in Local Council Administration (CILCA).

Hours of work are nominally 10 hours per week including evening meetings, subject to review. The nature of the role means that flexibility is essential as the hours may vary from month to month. Any additional hours will be paid at normal rates. Salary scale range NALC LC1 (7-12) (substantive benchmark range) £10.44 - £11.53 per hour, subject to negotiation based on experience and qualifications.

For a detailed job description or an informal chat about the role please contact the clerk on [clerkGW@wilbrahams.co.uk](mailto:clerkGW@wilbrahams.co.uk). The parish council welcomes all applicants. Applicants should have an interest in the local community and in upholding the positive reputation of the council. To apply, please send your CV and a covering letter to [clerkGW@wilbrahams.co.uk](mailto:clerkGW@wilbrahams.co.uk)

Closing date for applications: Monday 17<sup>th</sup> January 2022

Great Wilbraham Parish Council is committed to equal opportunities, to the protection and safety of all its residents and expects all staff and volunteers to share this commitment.