

# **Hemingford Abbots Parish Council**

## **Job Vacancy**

### **Parish Clerk & Responsible Financial Officer**

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

Salary in accordance with the NJC scale point 17 (£19,171 per annum pro-rata) or by agreement, commensurate with experience and qualifications

7 hours per week

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
- Availability to attend monthly evening meetings (the fourth Monday of each month) but currently held by Zoom. Meetings are scheduled for 10 months of the year, but occasionally there are EOMs when 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 work-from-home allowance, overtime and travelling expenses paid as required.

To apply please send your covering letter and CV to Mrs B Flanagan, Chair Hemingford Abbots Parish Council, 68 Common Lane, Hemingford Abbots, Huntingdon, Cambs PE28 9AW or [bridget.flanagan@hemingford-abbots.org.uk](mailto:bridget.flanagan@hemingford-abbots.org.uk). For a copy of the job description and any queries please email as above.

Closing date for applications is 8th August 2020.