

# WISBECH ST MARY PARISH COUNCIL

## STAFF VACANCY

### Parish Clerk & Responsible Financial Officer

Applications are invited for the position of Clerk to Wisbech St Mary Parish Council. Wisbech St Mary is a parish of over 2200 electors and is made up of Wisbech St Mary, Murrow, Guyhirn, Tholomas Drove and Thorney Toll villages in Fenland District.

The Parish Council has a maximum of 11 members and holds ordinary meetings in 4 different village halls in the Parish on the second Monday of every month.

Additional meetings may be called to consider planning and other public consultations.

This is a home-based, part time, permanent vacancy for 16 hours per week. Equipment will be provided. You will be required to store Parish Council records and documents securely.

Salary scale (SCP 23-25 pro rata) plus home working allowance.

The role will include attendance at evening meetings, documenting and circulation of agendas and minutes 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 including audit.

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.

Initially the successful candidate will work alongside the current Clerk for 1 month. A full job description is available on request.

**Closing date for applications – 21<sup>st</sup> February 2020**

**For application forms or additional information please contact the Parish Clerk, telephone: 07856 705103. To apply for the position please send your application form, CV and a covering letter to: [wsmparishcouncil@outlook.com](mailto:wsmparishcouncil@outlook.com)**

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