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STAFF VACANCY

Parish Clerk & Responsible Financial Officer

The Parish of The Stukeleys lies to the north-west of the historic market town of Huntingdon and principally comprises the villages of Great and Little Stukeley. It also includes the World War Two airfield of RAF Alconbury, today this site is jointly occupied by a range of commercial storage activities, the United States Air Force and is the location of Alconbury Weald, now the subject of an ongoing redevelopment for 7,500 homes.

Applications are invited for the post of Parish Clerk & Responsible Financial Officer.

This is initially a home-based, part time, permanent vacancy for 40 hours per month. Equipment will be provided. You will be required to be able to store Parish Council records and documents securely. Salary scale circa (SCP 19-23) dependent on qualifications Plus home working allowance.

The role will include attendance of evening meetings, documenting and circulation of minutes for these meetings 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.

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.

A full job description is available on request.

To apply for the position please send your CV and a covering letter via email to the above addresses.