

# Clerk to the Council

Littleport Parish Council

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Salary: £28,000 - £36,000 [Pro-Rata]

Working hours: Negotiable [Full / Part Time available]

Littleport Parish Council are looking to recruit a Clerk to their Council to assist and advise the Council and act as their Responsible Financial Officer.

This role reports to the Parish Council and is responsible for ensuring the Council acts in accordance with the current rules and regulations, while managing all employees of the Council, they should attend Council meetings, prepare minutes and much more.

A full Job Description and Person Specification are available upon request.

The successful candidate will be a member of a small team, supporting the administration of the Council.

Please ensure all applications are sent to:  
[info@humancapitaldept.com](mailto:info@humancapitaldept.com), the closing date for this position is the 30<sup>th</sup> of July 2022.

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**Littleport Parish Council**

The Barn

Main Street

Littleport

Ely

CB6 1PH