

Waterbeach Parish Council



VACANCY

RESPONSIBLE FINANCIAL OFFICER

Waterbeach Parish Council are looking for a **Responsible Financial Officer** (RFO) to join our dynamic team. If you are from a finance background, and looking for a new or additional role, then this may just be the position for you!

Waterbeach is a rather large village located between Cambridge and Ely. Our offices are based on the recreation ground where secure parking is provided at no cost. This role is part time (15 hours per week) working hours are flexible and some working from home is possible.

Reporting directly to the Clerk, you will be responsible for all financial aspects of the Council which has a precept of approximately £150,000 although there is substantial S106 income and expenditure in addition to this.

Accounts are kept on the Scribe system, and while experience with Scribe is not essential, it is desirable. Training will be given where necessary, so a willingness to learn is essential. A general understanding of accounts is a pre-requisite, with qualifications up to AAT Level 3 being desirable. Understanding of local council accounts is desirable although training will be given where necessary.

The role is primarily based in our office in Waterbeach, some evening meetings will be necessary, as on occasions you will be asked to minute meetings of the Finance committee which meets approximately quarterly (4 times a year).

Salary range is £25,000-£27,000 pro rata depending on experience. There is also a contributory pension scheme provided through NEST.

To apply:

Belinda Westwood

Email:

Telephone:

By Hand:

Clerk to Waterbeach Parish Council

council@waterbeach.org.uk

01223 441 338

The Old Pavilion, Recreation Ground, Cambridge Road,
CB25 9NJ