

# WATERBEACH PARISH COUNCIL

## Vacancy for Part-time Finance Officer

**Salary:** to be paid in accordance with National Joint Council Salary Scale rates ranging from SCP 24 (currently £14.46/hour) - SCP 28 (currently £16.26/hour), depending on relevant qualifications and experience.

We are looking for an experienced and enthusiastic person to take on the role of Finance Officer. The Parish Council manages a range of facilities and also has some ambitious plans for new projects. The successful applicant will work to the Parish Clerk with the aim of delivering excellent financial management and support to the Council and the community it serves.

The role requires 40 hours per calendar month. The actual working hours pattern will be agreed between the Clerk and the postholder, but there will be an opportunity for a degree of flexibility to be applied. Although Waterbeach has a Parish Office, the successful candidate will be expected to work from home for much of the allotted time so a laptop computer will be provided. The postholder will be expected to attend up to 10 evening meetings per year, via Zoom or in person as and when face to face meetings are held.

Links:

[Finance Officer job description and person specification](#)

[Waterbeach Parish Council website](#)

Further information available from: Shelley Mason, Parish Clerk and RFO. [Tel: 01223](tel:01223441338)

441338. Email: [recruit@waterbeach.org.uk](mailto:recruit@waterbeach.org.uk)

To apply, send a CV and covering letter of application to:

[recruit@waterbeach.org.uk](mailto:recruit@waterbeach.org.uk). Please also include the names and contact details of 2 referees, at least one of whom must be known to you in a work capacity. The closing date is midday on Monday 5 October.