



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Vacancy

DEPUTY PARISH CLERK
(37 HOURS PER WEEK)
SALARY SCALE SCP 28-30
(£24,964 TO £26,822)

Applications are invited for the post of Deputy Parish Clerk reporting to the Parish Clerk, The role will include managing staff, assisting with the administration and finances of the Parish Council, deputising for the Parish Clerk in his absence, writing agendas and taking minutes for evening meetings, and other functions including helping with the booking of the Parish Council facilities.

Candidates should have recent experience of Microsoft Office or a similar package and knowledge of maintaining accounts, reconciliations, budget control, invoicing and banking. The successful candidate will preferably be CiLCA qualified (or equivalent), but consideration will be given to a suitable candidate willing to study for this. Local Government experience would also be an advantage.

Application form, job description and person specification are available from:

The Parish Office,
High Street
Cambourne, Cambridge CB23 6GW
Telephone: 01954 714403
Email: recruitment@cambourneparishcouncil.gov.uk

Closing date 22nd September 2017