



CALDECOTE PARISH COUNCIL

District of South Cambridgeshire

# STAFF VACANCY

## Parish Clerk & Responsible Financial Officer

The Parish of Caldecote is located south of the A428, approximately six miles west of Cambridge and three miles east of Cambourne. It consists of the older village of Caldecote to the south and the newer development of Highfields Caldecote in the north. Caldecote as a community has undergone significant growth in recent years, and further development is imminent.

Applications are invited for the post of Parish Clerk & Responsible Financial Officer. The role will include managing staff, overseeing the administration & expenditure of the Parish Council, communicating with principal authorities and other organisations, managing the meeting process, preparing reports, and other functions including dealing with contractors and liaising with residents'. Training and equipment provided.

The ideal candidate will be a CiLCA qualified Parish Clerk, or a person willing to work toward this or an equivalent qualification, with excellent communication skills, high level of IT expertise, and an ability to be flexible with regard to the needs of the job. Some evening work required.

This is a home-based, part-time, permanent vacancy.

**100 HOURS PER MONTH**

**SALARY SCALE (SCP 26-29)**

**£23,398 - £25,951 PRO-RATA**

Plus home working allowance.

**Closing date for applications – March 29<sup>th</sup> 2018**

**For application forms or additional information on the post and the Parish Council please contact the Deputy Parish Clerk on the details below:**

Mrs Katy Reeves - Deputy Parish Clerk. 34 Strympole Way, Caldecote Cambs. CB23 7ZJ

[k.reeves@caldecote.gov.uk](mailto:k.reeves@caldecote.gov.uk)

or tel (07456) 325327