

VACANCY for PARISH CLERK

Alconbury Parish Council

The Clerk is responsible for:

- Administration of the affairs of the Council
- All financial management and administration in the role of Responsible Financial Officer for the Council
- Advising the Council on policy matters
- Guiding the Chair on procedural issues
- Ensuring Council decisions are conducted according to the relevant rules, regulations and procedures.

The Clerk's role includes the following:

Office management
Financial administration
Book keeping & accountancy
Purchasing & supply
Liaising with other authorities and bodies

Legal officer
Public relations officer
IT Support
Committee Secretary

Plus many other tasks as appropriate

The successful applicant will be required to work from home and be able to attend daytime and evening meetings. Hours are varied but are approximately 50 hours per month.

Salary to be advised & is dependant upon experience.

Full job description sent upon request

Closing date: 24th August 2018

Please send an application letter and full CV to:

Cbodley7@live.com
or by post to

Chris Bodley, Chairman, Alconbury Parish Council
6 Bell Lane, Alconbury, Cambs, PE28 4DU