

Brampton Parish Council

Vacancy

Parish Clerk



37 hours per week, salary negotiable and dependent on qualifications and experience, within the National Joint Council for Local Government Services (NJC) SCP 33 to SCP 36.

Brampton Parish Council has an excellent opportunity for a motivated and driven individual to join the council.

The successful candidate will be responsible for providing members of the Council with comprehensive administration support, attendance of evening meetings in the region of four in person per month (except August) and conferences, including documenting and circulation of minutes for these meetings. The person appointed will be accountable to the Council for the effective management of all its resources, including staff and building management of all 3 centres under its' control, and will report to council members as and when required. The Clerk is the Responsible Financial Officer (RFO), and as such the successful candidate will be responsible for all the financial records of the Council and the careful administration of its finances.

Excellent management and communication skills are essential, along with experience of Microsoft Office or a similar package and knowledge of maintaining accounts, reconciliations, budget control, invoicing and banking. Knowledge of Local government would be an advantage along with the willingness to carry out additional training to NVQ level 4 in the same.

Initially the successful candidate will work alongside the current Clerk who will provide a transitional period enabling the successful candidate to gain the required training, knowledge and experience appropriate to the role.

To apply for this position please send your CV and a covering letter via email to:

clerk@bramptonpc.co.uk

or alternatively by post to the following address marked Private & Confidential

Tess Rogers, Brampton Parish Council, Brampton Memorial Centre, Thrapston Road, Brampton, Cambridgeshire. PE28 4TB

Closing Date 9am on Monday 8th April 2024.

Interviews to be held week commencing 15th April 2024.

Full job description available on request.