Bassingbourn-cum-Kneesworth Parish Council
Wish to appoint a
Parish Clerk
SCP26-28, £38,510 – £40,444 pro rata
dependant on experience and qualifications
20 hours per week with some flexibility for overtime

Location: Bassingbourn-cum-Kneesworth – Hybrid working. Attendance at Full Council Parish meetings held on the second and fourth Tuesday of the month, in Bassingbourn, are required.

The Parish Council is looking for someone with strong management skills, preferably in Local Government, and who has a keen interest in the needs of the Bassingbourn-cum-Kneesworth community.

Holds the CiLCA qualification or is willing to work towards achieving the certficate. Experience of Scribe software is desirable but training will be available.

The successful applicant must be willing to work in a flexible and supportive manner with the Parish Council as its Proper Officer. They must be able to demonstrate a good understanding of local government procedures and finance. It is a varied role where they will be responsible to the Parish Council for all aspects of management, administration, finance and providing good advice and implementing decisions. They will be working in a team with the Responsible Finance Officer and Administrative Assistant.

The full job description, person specification and application form are available from parishclerk@bassingbournparishcouncil.gov.uk

If you would like further information, or to discuss the role, please also email parishclerk@bassingbournparishcouncil.gov.uk providing a contact number and convenient contact times.

To apply please complete and submit the application form to parishclerk@bassingbournparishcouncil.gov.uk along with a letter of application. CVs will not be accepted.

The closing date for return of applications is Monday, 7 December at 11:59 PM. We review applications as they come in and may close or extend the advert early based on applicant response, so we encourage you to apply soon.
Interviews will be held at a mutually convenient time after the closing date

Bassingbourn-cum-Kneesworth Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community