

## **WATERBEACH PARISH COUNCIL**

### **PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER.**

Waterbeach Parish Council is seeking to appoint a forward thinking and enthusiastic person to fill the post of Clerk and Responsible Financial Officer. Applicants should be able to demonstrate that they have supervisory experience and an administrative and financial background. Preferably they should have a working knowledge of local government law and procedures or show they have the potential and willingness to learn with training. The successful applicant will be expected to have, or be prepared to obtain within a reasonable period, a relevant local council qualification.

This post is office based in Waterbeach. The hours of employment will be 25 hours per week which will comprise core time of 5 hours per day between 9.00 a.m. and 3.00 p.m. Attendance will be required at evening or other meetings for which time off in lieu should be taken during core time.

The salary scale is local government spinal column points 33–38 (currently £29,033-£33,106 per annum) pro-rata with a bar to progression to SCP 35 dependent upon having obtained a relevant local council qualification. The post holder also benefits from membership of the local government pension scheme.

The closing date is 12 noon on 17<sup>th</sup> October 2016.

For more information about the post and an application pack, contact the Clerk by e-mail on [council@waterbeach.org.uk](mailto:council@waterbeach.org.uk) or by post to The Old Pavilion, Recreation Ground, Cambridge Road, Waterbeach, Cambridge, CB25 9NJ.