

GREAT SHELFORD PARISH COUNCIL

Vacancies for

Parish Clerk, Deputy / Assistant Parish Clerk and Responsible Financial Officer

Great Shelford Parish Council is a pro-active council serving a population of over 5,000.

The Parish Council has 15 Councillors, 5 regular committees, a precept of over £250,000 with a Budget Expenditure of £315,000 in 2020-21.

The Parish Council or F&GP Committee meets every month, the Planning Committee meets every two weeks and other Committees meet as necessary.

The current Clerk and RFO covers all duties supported by a Web Admin contractor.

The Parish Council are considering three separate roles of Parish Clerk, Deputy / Assistant Parish Clerk and Responsible Financial Officer that may be combined into two roles depending upon abilities / skills of applicants.

Parish Clerk

- 20hrs per week, Pro rata Salary NJC SCP27 to 33 (£30,507 to £35,934) as £15.81 to £18.63/hr

Deputy / Assistant Parish Clerk

- 6hrs per week, Pro rata Salary NJC SCP21 to 27 (£25,801 to £30,507) as £13.37 to £15.81/hr

Responsible Finance Officer (RFO)

- 6hrs per week, Pro rata Salary NJC SCP27 to 33 (£30,507 to £35,934) as £15.81 to £18.63/hr

All roles are home based and will include some evening or weekend work, including carrying out duties as necessary within Great Shelford. Parish Council meetings generally take place at the Great Shelford Pavilion.

Applicants may apply for one or more of the three roles by the closing date of 27th March 2020 with interviews taking place during 2nd and 3rd April 2020.

To receive detailed Job Descriptions and / or apply please contact Parish Clerk on clerk@greatshelfordparishcouncil.gov.uk