

MEPAL PARISH COUNCIL



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Clerk: Emma Harris

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Vacancy for Part-time Clerk & Responsible Financial Officer

Mepal Parish Council is seeking to appoint a self-motivated and enthusiastic person to fill the vacancy of Clerk & Responsible Financial Officer. Applicants should be able to demonstrate that they have administrative and financial experience, be highly organized and have the ability to work on their own initiative. Good communication skills are also essential. A working knowledge of local government law and procedures is desirable or a willingness to learn through training. Applicants should be prepared to work from home and have space to store documents securely. The successful applicant will also be expected to have, or be prepared to obtain within 2 years of appointment, the Certificate in Local Council Administration qualification (or equivalent). Training will be provided.

The hours of employment will be 45 per calendar month and salary dependent on experience.

Further information about the post and an application pack can be obtained by contacting the current Clerk Emma Harris on the contact details above. Please note that CVs will not be accepted.

Closing date for applications is Wednesday 5th June 2019.