

VACANCY

Applications are invited for the post of

PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER

Fenstanton Parish Council

The successful applicant will be responsible for the administration of the Parish Council and its finances.

The Council has approximately 35 meetings per annum at which the clerk attendance is mandatory.

Applicants must be conversant with Microsoft Office and have a good working knowledge of bookkeeping.

Salary NALC SCALE SPINE POINTS 20 – 25 (depending on experience and qualifications)

The position is a full time appointment based on 37 hours per week.

For further information and job description, contact
Fenstanton Parish Council, 2B New Road, St Ives PE27 5BG.

Telephone 01480 465300

Email: fenstantonparishcouncil@btconnect.com

Closing Date for applications is: 30th June 2017.