

FULBOURN PARISH COUNCIL

Fulbourn Parish Council



C/o The Fulbourn Centre,
Home End,
Fulbourn,
Cambridge CB21 5BS
Telephone/Fax: 01223 881042
email: clerk.fpc@btconnect.com



Parish Clerk

Applications are invited for the above position, working 24 hours per week. There is a Parish Office which is open three mornings per week, and monthly meetings so some flexibility will be required. Home working can also be allowed.

Salary is aligned with national pay scales, pro-rata dependent on experience and qualifications. The candidate will be expected to work towards the CILCA (Certificate in Local Councils Administration), if not already qualified, for which the Council will provide and offer support.

Key features of the role include:

- Preparation of agendas in conjunction with the Chairman and taking Minutes at the full monthly meetings. These are held on the second Wednesday of the month apart from August, unless an emergency arises.
- Provision of administrative support to Parish Council Sub-Committees and preparation of agenda, taking Minutes at the APM (Annual Parish Meeting) held in April.
- Advising the Parish Council on observance of good practice, Council Standing Orders, Financial Regulations, Policies and legal requirements.
- Responsibility for making payments and keeping financial records for the Council.
- Liaising with Funeral Directors to arrange burials in the Council's cemetery.
- Managing grass cutting and open spaces contractors around the village.
- Be the primary point of contact and correspondent with parishioners, visitors and external bodies.

This is an exciting varied role; organisational skills, self-motivation, good communication and approachability will make this a rewarding position.