



Bassingbourn-cum-Kneesworth Parish Council

Parish Clerk and Responsible Financial Officer (RFO)

SCP26-28, £36,124 – £37,938 pro rata
dependant on experience and qualifications
20 hours per week with some flexibility for overtime

Location: Bassingbourn-cum-Kneesworth – Hybrid working. Attendance to full council parish meetings held on the first and third Tuesday of the month, in Bassingbourn, are required.

The Parish Council is looking for someone with management experience preferably in Local Government, strong financial management skills and who has a keen interest in the needs of the Bassingbourn-cum-Kneesworth community. The ideal candidate is a qualified clerk holding the CiLCA qualification or willing to work towards achieving the certificate.

The successful applicant must be willing to work in a flexible and supportive manner with the Parish Council as its Proper Officer and Responsible Financial Officer. They must be able to demonstrate a good understanding of local government procedures and finance. It is a varied role where they will be responsible to the Parish Council for all aspects of finance, administration, providing appropriate advice and implementing decisions. The Clerk/RFO is line manager to two Assistant Clerks who support them in their role.

The full Job description, person specification and application form are available from [Vacancies – Bassingbourn-cum-Kneesworth Parish Council](#)

If you would like further information or to discuss the role, please telephone Natalie Mulvey (Clerk) on 07907 811435 or email parishclerk@bassingbournparishcouncil.gov.uk

To apply please complete and submit the application form to parishclerk@bassingbournparishcouncil.gov.uk along with letter of application. CVs will not be accepted.

The deadline for return applications is noon on 29th April 2025.
Interviews will be held on Tuesday 6th May 2025.

Bassingbourn-cum-Kneesworth Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.