**Parish Clerk and RFO**

**Barrington**

**20 hours per week plus up to 5 extra hours on special projects,**

**c.£35-43K pa FTE salary**

**Closing date for applications: 29th May 2025**

An opportunity to become Clerk and RFO for a village with a strong sense of community and at a particularly exciting time. We are seeking to appoint an experienced and, ideally, at least part-CiLCA qualified Clerk to replace our clerk who is retiring. We will consider candidates who have proven experience of administration, clerking, and finance in a different environment, but will expect you to undertake CiLCA training.

Barrington is a beautiful village with currently circa 2000 residents (and growing), has a strong community feel and is well serviced with a school, pub, post office and shop. The Councillors are a group of friendly, enthusiastic people who bring a range of perspectives from across the village and are very well-supported by volunteers. The village is located just west of Cambridge.

This is a combined Clerk and RFO role, with all the usual wide range of responsibilities that these posts entail. Additionally, you will be involved in a number of exciting projects including the rebuilding of our Sports Pavilion, creation of Tennis Courts, a new Football pitch, Traffic Calming measures, a Footbridge and substantial refurbishment or rebuild of the Village Hall. The money is coming from the s106 monies paid over by the developer in order to mitigate the impact of 260 new houses being built on the old Cement works. We are also applying for a Public Works Loan to supplement funds allocated to the Sports Pavilion.

You, as our clerk /RFO, will be involved in the ongoing development of the various projects above and the day-to-day work of the Parish Council.

We have an ancient Woodland, one of the longest Greens in England, two ponds and three play areas. On the new development there is a very large Open Space, a lake and a BMX Trail

We are looking for someone who is well organised, self-motivated and enthusiastic and proficient with IT. A sense of humour is essential.

Other than for Council meetings you will mostly work from home. Working Group and s106 meetings (usually twice monthly) are generally by Zoom.

Benefits:

* Flexible working hours, working from home to carry out most of your duties. We are happy for you to work around your other commitments, provided the Council’s needs are met.
* Depending on where you live, the role may include additional tasks carried out in the village, for example inspecting play equipment and defibrillators, and organising/supervising small maintenance tasks.
* Around 20 hours per week, with the opportunity for additional hours on approved project tasks
* Salary on NJC pay scales 27-34 (£35,745-£42,403 fte, based on 37 hours per week)
* 23 days holiday per year (rising to 25) plus statutory holidays, all pro rata with hours worked
* Professional ongoing training paid for by the Council with the expectation that, if not already the case, you will become fully CiLCA qualified.
* The support of Parish Councillors and a network of other Parish Clerks in the local area.
* The opportunity to use and improve a range of highly transferable skills, work with new people and apply your knowledge and experience to benefit our local community.
* A friendly environment that supports ongoing personal and professional development.
* You will work closely with the Chair and Vice Chair and Head of Finance

We would like to appoint someone who:

* Has at least 3 years’ experience as a clerk/RFO or in a similar role.
* Has completed CiLCA and has started CiLCA training.
* Has excellent administrative skills, with experience of taking minutes, financial administration, and electronic and paper-based organisation of information and paperwork.
* Has experience of Parish Council and s106 financial processes and managing Parish Council and s106 finances
* Has an understanding/experience of Public Works Loans
* Is able to attend and take minutes at the monthly evening meetings of the Council on the 2nd Thursday of the month, and other evening meetings from time to time.
* Is eager to learn new skills and improve our processes and policies.
* Has the ability to work independently and manage a diverse range of activities.
* Has good interpersonal, financial and communication skills and is keen to engage with members of the public, councillors, contractors, stakeholders, and public and private sector organisations.
* Proficient in using Microsoft 365 including Outlook, Word and Excel. Review and update the Website and Scribe (accounts).
* Good at analysing problems and researching for solutions.

If you are interested in this exciting role and wish to join our team, then please email your CV together with a letter of application to parishclerk@barringtonparishcouncil.co.uk. If you have further questions or would like to discuss the role before applying, then please send an email to the Chair or Vice Chair Rosamund Rhodes-Kemp and John Walker via the Parish Clerk, with your phone number and one of us will call you. Interviews will be scheduled to take place during May and June 2025.

Barrington Parish Council is an equal opportunity employer and welcomes applications from all suitably qualified individuals regardless of race, gender, disability, age, sexual orientation, or religion. We are committed to creating an inclusive environment for all employees.