

CAldecote PARISH COUNCIL

 District of South Cambridgeshire

 Office Manager / Clerk to Council

The Parish of Caldecote is located south of the A428, approximately six miles west of Cambridge and three miles east of Cambourne. It consists of the older village of Caldecote to the south and the newer development of Highfields Caldecote in the north. Caldecote as a community has undergone significant growth in recent years, and further development is imminent.

Applications are invited for the post of **Office Manager/Clerk** to the Council

The role will include managing staff, overseeing the administration & expenditure of the Parish Council, communicating with principal authorities and other organisations, managing the meeting process, preparing reports, and other functions including dealing with contractors and liaising with residents. Training and equipment provided.

The ideal candidate will be a person with **excellent financial skills**, communication skills, high level of IT expertise, proficient use of Microsoft 365 including Outlook, Word and Excel.

Reviewing and updating the Website and Scribe (accounts), with an ability to be flexible with regard to the needs of the job.

Some evening work is required as the Parish council hold a meeting once a month.

 This is a **home-based, part-time, permanent vacancy**.

**65 HOURS** PER MONTH

Salary scale dependent on experience and/or qualifications

[circa. LC2 (24-28)]

Plus, home working allowance.

**Closing date for applications** – **May 25th 2025**

For additional information on the post and the Parish Council please contact the Chairman, **Cllr.** **Polly Field, on 07984 585 149** or **cllr.field@caldecote.gov.uk**

For application forms please contact: Parishclerk@caldecote.gov.uk