**FENSTANTON PARISH COUNCIL**

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

**Salary**

**(SCP 30 – 34 £39,513 - £43,693 p.a.)**

 **Up to 37 hours per week pro-rata**

The Parish Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council’s services, staff, facilities and finances. You will therefore need to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills. You will need to be able to work successfully with staff, Councillors, external organisations, stakeholders and the community. Fenstanton, Cambridgeshire is a medium sized parish, with a growing population of about 3800 and has 13 seats on the council.

Ideally you should possess the CiLCA qualification and have a sound understanding of local authority organisation and management.

The post is full-time (up to 37 hours per week), flexible working and some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this post.

Please sendcv to Martin.Hewitt@fenstantonparishcouncil.org.uk

[Click here to find out more about this vacancy](https://fenstantonparishcouncil.gov.uk/wp-content/uploads/2025/04/Fenstanton-appointment-of-Clerk.pdf)

**Closing date for applications: 30th April 2025**

Fenstanton Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.