

Council name	Babraham Parish Council
Job Title	Clerk and RFO
Where you are located	Babraham, South Cambridgeshire
The number of electors	200
A summary of the job and functions	<ul style="list-style-type: none"> <li>• Advise the council on procedural matters</li> <li>• Advise the council on the legal framework within which they operate</li> <li>• Maintain financial accounts</li> <li>• Keep a record of payments and receipts and produce monthly accounts</li> <li>• Validate invoices and submit for approval by the council</li> <li>• Maintain the risk and asset register</li> <li>• Issue meeting summons and agendas (11 meetings per year plus the annual parish meeting)</li> <li>• Take minutes</li> <li>• Upload content to the council website to comply with the Transparency Code</li> <li>• Keep the Parish Council Noticeboard up-to-date</li> <li>• Ensure that acceptance of office and declarations of interests are completed by councillors</li> <li>• To liaise with Cambridgeshire County Council, South Cambs District Council and other outside bodies</li> </ul>
Requirements in terms of experience and education	<ul style="list-style-type: none"> <li>• Holds the Certificate in Local Council Administration or is willing to obtain it</li> <li>• Experience of taking minutes, preparing reports, dealing with correspondence, keeping records</li> <li>• Proficiency in Microsoft Word and Excel</li> </ul>
Hours of work per week	6 hours with extra hours on agreement.
Days and times of work	Home based with meetings in Babraham Primary School.
Scale point and Rate per Hour	LC1 to be negotiated depending on experience.

Start date	ASAP
How to apply – letter, CV or Application Form	Letter & CV to the Chairman
Closing date for applications	4th May 2018.
Who to contact for more information	Stuart Laurie, Chairman 07718535289
Postal Address (or email address) to send applications	<a href="mailto:stuart.laurie@babraham-village.net">stuart.laurie@babraham-village.net</a>
Other information	The Parish Council meets on the 2nd Thursday of the month at 7.30pm in Babraham Primary School (except in December when there is no meeting). The Clerk is expected to attend all meetings. All admin work is carried out at home. A laptop computer and scanner are provided.