



Fenstanton Parish Council

Assistant to the Clerk – part time 20 hrs per week

Salary – (SCP LC1 13-17 - £12.97 - £13.95 per hour) depending upon related qualifications and experience

Fenstanton Parish Council are looking for an assistant to our Parish Clerk.

Reporting to the Parish Clerk, you will be required to carry out a wide range of tasks and duties related to the effective and efficient management of the Parish Council and related responsibilities within the Parish.

We are looking for someone who is experienced and competent with social media platforms, computer literate, with experience in word processing, spreadsheets and email. With a minimum of GCSE level or equivalent, including English Language and Maths. Previous experience of maintaining financial records using a computer based accounting package preferred (training can be given).

You will be required, where possible, to work occasional evenings (approx 1 to 2 times per month between 6.30pm -9.00pm).

For a full job description, please see our website – www.fenstantonpc.org or contact the Clerk.

To apply for this position, please send a covering letter explaining why you would be a good fit and current CV to:- Jo Perez at clerk@fenstantonparishcouncil.org.uk.

Closing date for applications: 10th March 2023