

## **BENWICK PARISH COUNCIL - VACANCY FOR PARISH CLERK**



Part-time – Up to 8 hours per week

Salary: SCP 11-23 (£14.59 – £17.85) depending on qualifications and experience

Benwick Parish Council is seeking a motivated and organised person to take on the role of Parish Clerk.

Benwick is a small rural parish in Cambridgeshire with a population of approximately 1,145. The Parish Council consists of seven councillors and is responsible for a range of local services and community facilities including the cemetery, allotments and footpath lighting.

The Parish Clerk is the Council's Proper Officer and is responsible for ensuring that the Council conducts its business lawfully and efficiently. The successful candidate will provide administrative and procedural support to the Council, prepare agendas and minutes, maintain records, update the council website and assist councillors in carrying out their duties.

The role is primarily home-based and includes attendance at the monthly evening Parish Council meeting, together with occasional additional meetings and site visits when required.

The Clerk will work closely with the current Responsible Financial Officer, who will retain responsibility for the Council's financial management during a transitional period. Some administrative financial duties may still form part of the role.

The Council is looking for someone with:

- good administrative and organisational skills
- strong written and verbal communication skills
- confidence using Microsoft Word, Excel, email and website systems
- the ability to work independently and maintain confidentiality
- a flexible and professional approach

Previous local government experience is desirable, but not essential. Applications are welcomed from experienced clerks, administrators, or individuals interested in developing a career in local government. Training and support will be provided, including membership of relevant professional bodies and opportunities to study towards the Certificate in Local Council Administration (CiLCA).

The Council offers:

- Local Government Pension Scheme eligibility
- reimbursement of approved mileage and expenses
- training and development opportunities
- SLCC and CAPALC membership support

Applications should include a current CV and covering letter.

For further information and a full job description, please contact:  
Abbey Barnes (Clerk / RFO)  
Tel: 07471344070      email: [clerk@benwickparishcouncil.gov.uk](mailto:clerk@benwickparishcouncil.gov.uk)

Closing date for applications: Tuesday 16 June 2026  
Benwick Parish Council is an equal opportunities employer.