

WEAVERHAM, CUDDINGTON AND ACTON BRIDGE CEMETERY COMMITTEE

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

**Salary within grade LC2 below substantive range
(SCP 18 – 23 £31,537 - £34,434 p.a.) (£16.35 - £17.85 per hour)**

Part-time (Average 4 hours per week)

Weaverham, Cuddington and Acton Bridge Cemetery Committee, made up of Councillors from 3 Parish Councils, is seeking highly organised and committed applicants to undertake this key role which is responsible for the organisation and management of the Cemetery's services and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with contractors, Councillors, external organisations, stakeholders and the community.

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

The post is part time (average 4 hours per week) and some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this post.

**Please call Carole Robinson on 07594 297691 or email
gorstagecemetery@outlook.com for a recruitment pack.**

Closing date for applications: 24th March 2026

Weaverham, Cuddington and Acton Bridge Cemetery Committee is an Equal Opportunity Employer and welcomes applications from all sections of the community.