

Epping Upland Parish Council

Job Opportunity for Parish Clerk and Responsible Financial Officer

The post is part time with a requirement to work a flexible average of 10 hours a week (subject to review) inclusive of meetings; this could be less in some weeks and significantly more in others. The position is home based with an allowance payable.

The Parish of Epping Upland has a population of about 1,000 with approximately 420 dwellings. It is mainly Green Belt land acting as a buffer between bordering built up areas. The Council has seven Councillors and meets bi-monthly from May on the third Monday of the month. There are 4 committees (Planning, Playground, Neighbourhood Plan and Human Resources) which meet when there is business for consideration. There is regular contact with Parish Councillors, other councils and organisations, and local residents.

The successful candidate will ideally hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards the qualification at the earliest opportunity. Training will be provided not only for the qualification but for ongoing CPD.

The responsibilities of the post to include:

- Preparing meeting documents eg agendas, minutes and servicing Committees as required
- Advising Councillors on matters relating to Council business and policies, ensuring that statutory and other provisions affecting the running of the Council are observed
- Day to day responsibility for the Council's amenities
- Being accountable to the Council for the management of all its resources
- Preparing and handling correspondence on behalf of the Council
- Dealing with questions and queries from members of the public and assisting the resolution of local issues
- Keeping safe, secure and accessible custody of all Council documents and records
- Maintenance of the Council's website, social media; production of newsletters
- Financial Management to involve monitoring and balancing of the Council's accounts; receiving, ensuring payment and reporting on invoices for goods and services paid for by the Council; preparation of records for audit and VAT.

The successful candidate should be able to demonstrate:

- ✓ Highly effective interpersonal skills
- ✓ A sound understanding of the needs and issues of the local community
- ✓ Strong and effective communication
- ✓ Excellent administration capability
- ✓ Good working knowledge of IT
- ✓ Knowledge of local government structure and procedures
- ✓ Experience of formal committee work
- ✓ The ability to take full responsibility for management of the Council's financial affairs

Pay: from 1 April 2019 will be on the NJC SCP scale of LC1 (£18,795 to £23,836) plus London Fringe Allowance (£874) both pro rata, dependent on skills and experience

To discuss the vacancy in more detail please contact Val Evans, Parish Clerk on 01992 570870 or email eppinguplandpc@gmail.com

Full details are on the Council's website: <http://www.essexinfo.net/epping-upland-parish-council/>

To apply: please send your full CV with a statement detailing your suitability for the post
Epping Upland Parish Council PO Box 12682 EPPING CM16 9FF

Closing date for applications: Friday 22 March 2019 midnight

Interviews: Monday 8 April 2019

