



# STONDON MASSEY PARISH COUNCIL

"Westview", Nine Ashes Road, Stondon Massey, Brentwood, Essex, CM15 0EL  
Tel: 05277 822966 email: clerk@stondonmasseypc.co.uk

## Job Opportunity for a Parish Clerk/Responsible Financial Officer

We are seeking a self-motivated and organised individual to undertake duties which include organising, attending and producing agendas and minutes for monthly meetings, the post is a part time post, on average 10 hours per week – this could be less on some weeks and more in other weeks.

The current pay will be on the NJC SCP pay scale. The position is home based and will require direct contact with Parish Councillors, Borough and County departments, partner organisations, grant providers, contractors, service providers and local residents. The successful candidate will ideally hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards that qualification at the earliest opportunity with appropriate training being facilitated.

Stondon Massey has a population of about 750 and is on the borders of Chipping Ongar and Brentwood.

Stondon Massey PC hold approximately 6 meetings per year usually on the third Tuesday evening of the month at 7.15pm. There may be the occasional extraordinary meeting where necessary.

### Main Purpose of Job

To provide clerical and administrative support to the parish Council, in carrying out the functions of the Council in its role as a Local Authority.

### Responsibilities

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To ensure that the Council's obligations to insure are properly met and support Councillors in their committee work.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees, to attend such meetings and prepare minutes for approval.
- To Ensure that Council meetings are properly publicised to inform local residents.
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence as a result of the instructions of, or the known policy of, the Council.
- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists.
- To draw up both on your own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as a representative of the Council as required.
- To Receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
- To keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters, writings and other documents of or concerning the Council or its staff.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses on the work and role of the Clerk as required by the Council.
- To update the website on a regular basis.



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## **Responsible Financial Officer**

Where the Clerk is also the RFO within the meaning of the Accounts and Audit Regulations, and is to be responsible for all the financial records of the Council and the administration of its finances, specific responsibilities will include:

- To Maintain accurate records of all the Council's financial transactions and to monitor and balance the Council's accounts and prepare records for audit purposes and VAT
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- To provide the Council, as required, with statements of its financial balances and assets.
- To keep safely and conveniently in secure custody all past and current financial records, books, statements, cheque books, and all other financial documents and records.

To apply for the position please email: [clerk@stondonmasseypc.co.uk](mailto:clerk@stondonmasseypc.co.uk) in the first instance.

Note: This Job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be changed as working conditions dictate