



Lawford Parish Council seeks to recruit a part-time Clerk / Responsible Financial Officer / Asset Manager (CILCA-qualified preferred).

Hours and Salary

- Approximately 24 hours per week including fixed daytime attendance at office and plus attendance of 2 evening meetings per month.
- Allowance of 4 weeks' paid holiday per year.
- Salary in accordance with the recommendation of the Society of Local Council Clerks, L.G. Scale 2 SCP range 26 to 29, plus approved mileage allowance.
- No overtime payments are available.

Requirements

- The person appointed must be computer literate.
- Car essential for some duties.

Clerk and RFO's Overall Responsibilities

- To act as the Proper Officer to the Council and carry out all the functions and, in particular, to serve or issue all the notifications required by law of a Local Authority's Proper Officer.
- Be responsible for ensuring the instructions of the Council in connection with its function as a Local Authority are carried out.
- Be expected to advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Local Authority's activities and, in particular, to produce all the information required for effective decisions and to implement constructively all decisions.
- Accountable to the Council for the effective management of all its resources and will report to it as and when required.
- Be responsible for all the financial records of the Council and the careful administration of its finances.

For a detailed job description and application – see contacts below. Please send your CV and a letter explaining your suitability to **both** the Parish Council's Chairman Cllr Val Guglielmi Cllr.vguglielmi@tendringdc.gov.uk 07930 583642 and the current Clerk clerk@lawfordpc.org.uk 07934 140523.

Closing date for applications is 30th November 2021.