

MORETON, BOBBINGWORTH and THE LAVERS PARISH COUNCIL

Chairman of the Council: Mr John Collins

Website: www.mblparishcouncil.com



VACANCY FOR PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

10-12 hours per week. Salary up to £18 per hour depending upon qualifications and experience.

Applications are invited for the role of Parish Clerk and Responsible Financial Officer to Moreton, Bobbingworth and the Laver Parish Council. The Parish Council is seeking an enthusiastic, organised and committed Parish Clerk, CiLCA qualified to support a small council consisting of fourteen councillors.

The successful candidate will be responsible for all day-to-day organisation and management of the Parish Council's administration and finances and should have a sound understanding of local authority organisation and management.

Managing your own workload, this is a home-based role which includes but is not limited to: ●

Arranging and attending by-monthly evening Parish Council meetings, preparing agendas and minutes and publishing such documents. You will be required to attend at least 6 full council meetings per annum, which are usually held on the 2nd Tuesday of every other month, up to 6 zoom planning meetings per annum and the Annual Parish Open meeting.

- Providing information to enable the council to make decisions and then implementing them.
- Providing legal, procedural, and administrative guidance to the Council.
- Managing council finances, including budgeting, application for council tax, bookkeeping, annual accounts, audit, PAYE, and VAT.
- Ensuring the Council's obligations to insure are properly met.
- Managing the Council website in line with the Accessibility Regulations 2018.
- Receiving and dealing with council correspondence and documents.
- Liaising with councillors, Epping Forest District Council, Essex County Council, other external bodies and members of the public.
- Retaining relevant documentation, such as books of account, audit papers, minutes and insurance information for as long as it is legally required; acting as a representative of the Council as required.
- Attending training courses on the work and role of the Clerk / RFO as required by the Council.

Successful candidates should be able to demonstrate:

- Highly effective interpersonal skills.
- An understanding of the needs and issues of the local area.
- The ability to take full responsibility for management of the Council's financial affairs.
- Good working knowledge of IT skills and be a strong and effective communicator; ● Good administration capability.
- Awareness of local government structure and procedures.

The successful candidate should live within easy reach of Moreton and ideally have a general knowledge of the local area. An active interest in, and commitment to, the area would be an asset.

For an informal discussion about the role please contact the Chairman of The Parish Council Mr John Collins on 01277 890865. To apply for the post please send your cv and covering letter to john.f.collins@btinternet.com.

CLOSING DATE FOR APPLICATIONS: Wednesday 6th August 2021.

Interviews take place from the 11th August 2021 onwards.