

WILLINGALE PARISH COUNCIL

JOB VACANCY: PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER

The Willingale Parish Council is looking for a new Clerk, who will also undertake the Responsible Financial Officer role.

The Parish of Willingale has a population of approximately 480 and 200 dwellings. The Parish Council has seven Councillors and meets at the Village Hall in Willingale every two months, usually on the second Tuesday of the month. Extra-ordinary meetings are also occasionally scheduled. The Clerk is expected to attend all the meetings.

The post is part-time and the successful applicant will be required to work on average 3 hours per week over 52 weeks a year. A salary, is payable based on the local Government pay scales range, linked to experience, together with an office allowance.

Experience of working in local Government would be an advantage but is not essential. Appropriate training will be provided where necessary through the Essex Association of Local Councils.

The position is home-based, with flexibility over the working hours to suit circumstances subject to the required meetings being attended and ad-hoc enquiries being handled. The role requires direct contact with Parish Councillors, District and County departments, and others such as partner organisations, grant and service providers.

The responsibilities for this position include:

- Preparing agendas and documents for the Parish council meetings, attending those meetings and minute taking;
- Advising the Chairman and Councillors on matters relating to Council business, investigating matters as required;
- Financial Management, including monitoring and reconciling the Council's budgets and accounts, and the preparation of the annual accounts and other records for audit purposes;
- Receiving and reporting on invoices for goods and services to be paid by the Council, and handling the related VAT returns and matters;
- Monitoring and reporting to the Council on planning decisions and issues;
- Preparing and handing correspondence on behalf of the Council;
- Advising on, and assisting in the formulation of policies as necessary;
- Maintaining the content of the Parish Council website.

The successful candidate should be able to demonstrate:

- Highly effective interpersonal and organisational skills;
- Proven financial management and book-keeping skills and experience;
- Good PC skills and some experience of website management;
- Ability to work in a self-disciplined environment;
- An understanding of the needs and issues of the locality;
- An awareness of local government structures and procedures would be an advantage, though not essential

To apply for this post, please send your CV and a covering letter stating how you meet the criteria above, to the Chairman, David Stokes at dwstokes440@gmail.com

If you wish to discuss this role in more detail before applying please contact the Chairman via the email address above so that a meeting can be arranged

Closing date for applications is 30th November 2021