



## **Abbess, Beauchamp & Berners Roding Parish Council**

### **IMMEDIATE VACANCY**

#### **Parish Clerk and Responsible Financial Officer (RFO)**

The Parish of Abbess, Beauchamp & Berners Roding is in the Epping Forest District. It covers 3 villages. It is a small Parish with a current precept of £5,950.

There are 7 Parish Councillors. Meetings are on Wednesday evenings at the Room in the Rodings 5 times a year, plus the Annual Parish Meeting and extra meetings as required. The Parish Council also organises an annual parish event for residents.

- part-time home-based position, flexible working, 20 hours per month (average)
- salary will be dependent on relevant experience and qualifications

#### **Duties to include**

- Preparation of agenda and minutes for Parish Council meetings, attendance at the meeting and the issuing of any notifications required by law
- Actioning decisions made by the Parish Council
- Liaising with Parish, District and County Councillors and outside agencies
- Managing and preparation of all correspondence
- Preparation of financial reports, VAT returns and Annual Return
- Website updates
- Receiving planning applications and submitting Parish Council comments

#### **Essential skills**

- Ability to prioritise workload, work to deadlines and act on own initiative
- Computer literate – laptop will be provided
- Common sense

Experience preferred but not essential. The successful candidate will be expected to undertake training. The retiring Clerk will assist and advise as required. Please apply to the Chair [cllr.stratton@abbr-pc.gov.uk](mailto:cllr.stratton@abbr-pc.gov.uk) or contact the Clerk for an informal chat about the role.