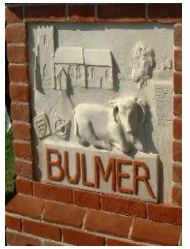




Bulmer Parish Council



VACANCY

PARISH CLERK and RESPONSIBLE FINANCIAL OFFICER (RFO)

Bulmer is a small council in north Braintree district.

The Council seeks a motivated individual to take on the role and work with Councillors for the benefit of the community. Applicants should have knowledge and experience of I.T. systems (Word, Excel, e-mail), good communication and organisation skills, ability to write concise, clear reports and minutes, basic accounting skills and an ability to use their own initiative in the execution of their duties.

Prior experience of working either as a Parish Clerk or in a similar post would be advantageous.

- ❖ Hours are approximately 9 per week
- ❖ Pay Scale from LC1 SCP7 (depending on experience, suitability & education)
- ❖ Working mainly from home
- ❖ There are at least 6 evening council meetings a year, which are on a Monday evening. Occasional ad hoc meetings at District and County Council level may need to be supported

Clerical Duties will include:

- ❖ Attendance at regular Parish Council Meetings – usually in the evening, the Annual Parish Meeting and interim meetings if required
- ❖ Producing agenda & minutes of the meetings
- ❖ Carrying out the decisions of the Council
- ❖ Ensuring Planning Applications are dealt with in a timely manner
- ❖ Liaison with all other agencies bodies as required
- ❖ Day to day financial management and also preparation of the yearly budget and the end of year accounts to Audit level in accordance with current prescribed processes

Experience is not necessary as training will be available, as well as mentoring. There is an expectation that the Clerk will hold or work towards the Certificate in Local Council Administration (CiLCA).

Please submit an application accompanied by a CV by e-mail to:
bulmerparishclerk@gmail.com

Closing Date for applications: Close of Business on Friday 15th December 2023
Interview date: January 2024