

JOB VACANCY

Parish Clerk and Responsible Financial Officer (RFO)

Permanent, part-time position, 48 hours per month or approx. 11 hours a week.

Paying a minimum salary of £11.97 per hour (SCP scale LC1 13-17) in line with National Joint Pay Scales and dependent on experience and qualifications

Debden Parish

The parish of Debden in the Uttlesford District of Essex includes the village of Debden and the hamlets of Debden Green, Purton End and Hamperden End. It lies 4 miles from Saffron Walden and has a thriving community of all ages (pop. 780) served by a primary school, two churches, a pub, a restaurant, post office, village hall, playing fields, tennis courts, pavilion and allotments.

The council is made up of 7 Parish Councillors and supported by a District Councillor.

Clerical duties and responsibilities:

- Preparation of agenda and minutes for Parish Council meetings, attendance at the meeting and the issuing of any notifications required by law
- Managing and preparation of all correspondence on behalf of the Parish Council
- Dealing with queries from members of public, public bodies and others
- Bringing relevant matters to the attention of the Parish Council
- Updating the Council website and Facebook page as required under the Transparency Code
- Assisting in the formation and review of Council policies
- Planning Applications - to meet UDC return deadlines, while assisting in making comments if necessary/required.
- Monitoring Actions/Decisions of the Parish Council and advising the Council on its statutory duties and the regulatory requirements regarding its activities
- Liaising with other agencies. e.g. EALC, ECC Highways, District and County Councillors

RFO duties:

- Day to day financial management, preparation of the yearly budget and the end of year accounts to Audit level in accordance with current prescribed processes.
- Liaison with the appointed Internal Auditor where required.

Person specification:

The ideal candidate will be a CiLCA qualified Parish Clerk with a working knowledge of Local Government procedures, excellent communication and interpersonal skills, a good level of IT and proficiency in numeracy.

The applicant should:

- have an excellent level of communication, both written and verbal
- possess good interpersonal skills, patience, resilience and diplomacy
- be able to work on their own initiative and have a proactive and impartial approach
- be able to organize and prioritise their workload
- have knowledge of meeting administration and working to deadlines
- have the confidence to challenge and hold individuals to account when appropriate

Experience in a local government environment and holding the Certificate in Local Council Administration (CiLCA) is highly desirable but not essential. Support and training will be offered. The successful applicant must be available to attend the meetings of the Council held in the evening on the last Wednesday of the month. A designated Parish Council laptop with appropriate software is provided. The position is mostly home-based, with an allowance payable for home office use.

For an informal discussion on the role, please contact Stephanie Watson - Chair. Tel: 01799 540721

Please submit a letter of application, accompanied by a CV, by email to the acting clerk: agardner@debden.org
Closing date for applications is **Friday 7th Oct 2022** with interviews week commencing **Monday 10th Oct 2022**.