

EAST MERSEA PARISH COUNCIL



VACANCY FOR PARISH CLERK & RFO

East Mersea Parish Council seeks a motivated individual to take on this role and work with councillors for the benefit of the community. Applicants should have a knowledge and experience of I.T. systems (Word, Excel, E-mail), effective communication and organisational skills, the ability to write concise, clear reports/minutes and an ability to use their own initiative.

East Mersea village is near Colchester in Essex. There are five East Mersea Parish Councillors (supported by three Colchester City Councillors and one Essex County Councillor).

About the role:

- The post is mainly working from home with flexible working hours/days.
- Attendance is required at evening meetings with the council meeting on Thursday evenings, every month except August.
- Attendance at other occasional ad hoc meetings may also be required.
- Hours are approximately 30 per month (roughly 7 to 8 hours per week that varies according to tasks).
- Salary will be dependent on experience (currently grade SCP17)
- Training and/or mentoring will be available.
- Prior experience of working as a Parish Clerk or in a similar post would be advantageous.

Clerking duties and responsibilities:

- Preparing the agenda and minutes for all PC meetings
- Managing and preparing all correspondence on behalf of the PC
- Dealing with queries from members of the public
- Updating the PC website with information and documents, as required under the Transparency Code
- Assisting with the formation and review of PC policies and procedures
- Dealing with Planning Applications in a timely manner according to the decisions of the PC

- Liaising, as necessary, with other agencies e.g. Braintree District Council, Essex County Council, EALC etc.
- Monitoring actions and decisions of the PC and advising the PC on its statutory duties and regulatory requirement.

Responsible Financial Officer

- Maintaining and recording the financial records using Excel.
- Raising payments to suppliers (plus you and the staff members).
- Reconciling bank statements, providing councillors with a finance statement every month.
- Reclaiming VAT annually
- Preparing and producing the end of year Audit documents for meeting the Internal Auditor before submission to the External Auditor.

Start date: Immediate.

If you would like further information and/or to have an informal discussion about this important role please contact the present Clerk at the e-mail address on clerk@eastmersea-pc.gov.uk