



NOAK BRIDGE PARISH CLERK AND RESPONSIBLE FINANCE OFFICER

We are seeking a highly motivated and enthusiastic Clerk to help us run our Parish Council and manage the workload.

Noak Bridge Parish has a population of around 2100 and an annual precept of £44k. The Council has seven Councillor positions and meets monthly every third Tuesday. Working parties are held on an ad hoc basis.

The post is for a part time, permanent parish clerk and responsible financial officer who is required to work up to 12 hours per week pay scales LC1 / SCP 15, 16 This position is home - based that requires direct contact with the Councillors, partner organisations, contractors and other service providers. A home office allowance is payable subject to terms & conditions. The role demands a flexible approach and determination to complete tasks to deadline. Further training and development applicable to the role will be supported by the Council. Office equipment and software (laptop, printer) will be provided.

Noak Bridge is a vibrant village and close to Basildon and on the outskirts of Billericay with an active community and positive outlook. The parish council is looking for an experienced clerk who will be able to commit themselves to attaining stability and continuity within the council. The Councillors are committed to serving the community and improving the area with integrity, transparency and value for money. The successful applicant would be a valuable member of this team, facilitating the council in attaining these goals.

Applicants must be computer literate, have good written and oral English skills and be able to work effectively with all Microsoft office programmes. Specific experience is required in budget setting, account reconciliation, audit process, dealing with HMRC and all other financial aspects of the RFO role.

Written applications, including a full CV, should be submitted to: Mrs Terri Sargent, Chairman (email: Terriken@aol.com) by Friday 6th July 2018.

For an informal chat or more information, please call Terri on 01268 288766.