

WHITE COLNE PARISH COUNCIL

VACANCY FOR PARISH CLERK and RESPONSIBLE FINANCIAL OFFICER

White Colne is a small council in the Braintree district.

The Council seeks a motivated individual to take on this role and work with councillors for the good of the community. Applicants should have knowledge and experience of I.T. systems (Word, Excel, e-mail), effective communication and organisational 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 eight per week with a possibility of extending to 10 hours per week (approx. 2 hours per day).
- ❖ Pay on the National Scale depending on experience and suitability
- ❖ Working from home and attending meetings in the Parish (at the village hall)
- ❖ There are at least 7 evening meetings a year, which are on a Tuesday evening and occasional ad hoc meetings.

Clerical Duties will include:

- ❖ Attendance at regular Parish Council Meetings, the Annual Parish Meeting and interim meetings if required
- ❖ Preparation of agendas, detailed reports and associated documents in preparation for meetings
- ❖ Production of Minutes and the implementation of the decisions of the Council
- ❖ Ensuring Planning Applications are dealt with in a timely manner
- ❖ Liaison with public and other business partners as required
- ❖ Day to day financial management and preparation of the yearly budget and the end of year accounts and communication with the internal and external auditors in accordance with current prescribed processes. This includes the village hall, allotments and grants.

❖ Maintenance of public information sources (notice boards and website)

There is an expectation that the Clerk will have or work towards the Certificate in Local Council Administration (CiLCA).

Please submit an application accompanied by a CV by e-mail to the present clerk at: clerk@whitecolneparishcouncil.gov.uk

For further details or an informal discussion please telephone the clerk on 07876198748 or email.

Closing Date for applications: Close of business on 19 April 2024.

Interview date: Dates in April via Teams or Zoom.