

Kelvedon Parish Council

Vacancy for Parish Clerk and Responsible Financial Officer

Hours: 25-35 hours a week (to be negotiated)

Salary range: Between £14.90 hr - £16.75 hr (award pending)
depending on qualifications and experience

Office based, with flexibility to work some hours at home

Training and support available

Summary of Main Responsibilities:

- Dealing with questions and queries from the public
- Advising Councillors on matters relating to Council business, taking account of legislation, best practice and Council policies
- Preparing meeting documents: agendas, minutes, reports
- Day to day responsibility for the Council's amenities and resources
- Dealing with correspondence on behalf of the Council
- Security and accessibility of Council documents and records
- Council's public profile e.g. website, social media, public information
- Financial Management: monitoring and balancing of the Council's accounts, budget, payments and receipts, invoices, VAT, audit.

Please see attached job description and person specification for full details

To apply please send a statement detailing your suitability for the post and your full CV to:

Kelvedon Parish Council, The Old Bank, 63 High Street, Kelvedon, CO5 9AE

or by email to: info@kelvedon.org.uk

Closing date for applications: 17 December 2021

Interviews: To be held week commencing 10 January 2022

To discuss the vacancy in more detail please contact:

Philippa Potter, Parish Clerk

Telephone: 01376 570285

or by email: info@kelvedon.org.uk