



Theydon Bois Parish Council

Job Opportunity Clerk to the Council/Responsible Financial Officer

22 Hours per week (with some essential evening working)
Salary, NCJ Pay Point 22 (£10.20 per hour)

Theydon Bois Parish Council serves a village population of around 4000 people on the borders of Epping Forest. We are looking to recruit a part-time Clerk/Responsible Financial Officer to serve this highly active Parish Council which comprises eleven Councillors and two other part-time members of staff.

The responsibilities of the position will include:

- Preparing Agendas and servicing Committees as required
- Advising Councillors on matters relating to Council business
- Preparing and handling correspondence on behalf of the Council
- Handling questions and queries from members of the public
- Supervising staff
- Financial Management
- Ensuring that statutory and other provisions affecting the running of the Council are observed and being accountable to the Council for the management of all its resources
- To advise on and assist in the formulation of overall policies

The successful candidate will ideally hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards that qualification at the earliest opportunity.

Successful candidates should be able to demonstrate:

- An awareness of local government structure and procedures
- Previous experience of formal committee work
- Highly effective interpersonal skills
- A sound understanding of the needs and issues of the locality
- The ability to take full responsibility for management of the Council's financial affairs
- Good working knowledge of IT skills and be a strong and effective communicator

The Role will be based in our Parish Office in Theydon Bois and we anticipate hours of work will be around 22 hours per week, but flexibility as well as attendance at a regular number of evening meetings will be required. There is a possibility of a Job-Share arrangement with an existing Staff Member.

If you are interested in applying, please send your CV and a covering letter to:

Councillor John Philip, Chairman, Theydon Bois Parish Council, The Parish Office, Village Hall, Coppice Row, Theydon Bois, Essex CM16 7ER or email: parishclerk@theydon.org.uk

The Closing Date for Applications is 15th June, 2012