

VACANCY FOR A PARISH CLERK/RFO

Full time Post: 37 Hours Per week

GRADE: NALC Scale 37-41

Overview: Chigwell Parish Council has a vacancy for a Parish Clerk/RFO. This is a permanent post for 37 hours per week. Chigwell is situated in Essex.

Working Arrangement: Reporting to the Parish Council and Chair you will work for a total of 37 hours per week which may include some evening work. Core working hours and days to be agreed with the post holder.

Main purpose of the Job: To act as the Council's Proper Officer and to act as the Council's Responsible Financial Officer. As the Proper Officer of the Council, the Parish Clerk/RFO is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Parish Clerk/RFO will advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be responsible for the management of other Parish staff and resources and will take the lead on the Council's major projects. The Parish Clerk/RFO is accountable to the Council for the effective management of all its resources and will report to them as and when required.

Requirements: The ideal candidate will be CILCA qualified and must have significant experience in senior management and financial background with supporting wide variety of skills. Have a good legal knowledge of the statutory framework concerning the management and running of a Parish Council.

Application:

- To apply please download application from www.chigwellparishcouncil.gov.uk
- Completed applications can be emailed to: recruitment@chigwellparishcouncil.gov.uk

Closing Date: 7th July 2023

Interview Date: To be confirmed