



Rochford Parish Council

Has a vacancy for a

Clerk and Responsible Finance Officer

Full time position (37 hours per week)
Salary according to national rates (LC3 point 33-35
£36,922 to £38,890 depending on qualifications
and experience) plus pension provided by Evolve
Pensions.

- To act as Proper Officer responsible to the Council
- To advise the Council on and assist in the formation of overall policies in respect of the Authority's activities.
- To provide motivational and effective leadership to the Council's employees.
- To develop innovative ideas for improving public services and functions.
- To engage with the public, ensuring all service delivery is customer focused and driving recognition of Parish Council value within the community.

To obtain an application form and full job details:-

Email: clerk@rochfordparishcouncil.gov.uk

Visit our website: www.rochfordparishcouncil.gov.uk or
Facebook page.

Or in writing to the address below.

Closing date for applications: 16th October 2020.

We are an equal opportunities employer.

Parish Council Rooms
West Street
Rochford SS4 1AS

email: enquiries@rochfordparishcouncil.gov.uk
Phone: 01702 540722
Mobile: 07848 438408