



HULLBRIDGE PARISH COUNCIL

VACANCY

OFFICE ACCOUNTS / ADMIN ASSISTANT

There is currently a vacancy for a part time Office Accounts/ Admin Assistant for 7 hours per week working at the Parish Council Office based in Ferry Road, Hullbridge.

7 hours per week

Monday

Salary

NALC pay scale Point 12-16 £12.73 -£13.70 per hour dependent on Experience

Local Government Pension Scheme

Holiday

4 days (equates to 4 weeks pro rata) plus two statutory days plus bank holidays per annum

The successful applicant will help undertake the financial administration of the office, in adherence and compliance with the Financial Regulations and Standing Orders of the Council and will assist in general office administration under the direction of and reporting directly to the Clerk. The role is initially for one day a week with the possibility of this increasing in the future.

The post will ideally suit someone with previous financial experience possessing excellent numeracy skills and attention to detail. The post also requires good office and communication skills, with a confident friendly telephone manner, committed to good public care, not only able to work on their own initiative, but also as part of a team. With the ability to work to deadlines and be competent in the use of computers especially Excel, Word, able to e-mail and use the Internet.

Interested persons are invited to apply by requesting an application pack and completing an application form by hand, C.V's can be attached, but are not necessary, this must be returned to the Parish Clerk, Hullbridge Parish Council at the below address.

Closing date for applications: 20th February 2022

Mrs N Harding

Clerk to the Council

Hullbridge Parish Council

98 Ferry Road

Hullbridge, Essex

SS5 6EX

Telephone: 01702 232038

E-mail: clerk@hullbridgepc.co.uk

OFFICE ACCOUNTS / ADMIN ASSISTANT JOB DESCRIPTION

The Parish Council has 13 Councillors with an annual budget of £197,958 in 2022/2023 and has a number of statutory duties. The Office Accounts / Admin Assistant will work for and assist the Parish Clerk who is responsible for the day to day running of the Council.

The job involves duties in accounting and administration of the Council.

The successful applicant will be responsible in ensuring that the instruction of the Clerk is carried out.

Specific responsibilities, as directed and supervised by the Clerk

- **To undertake the processing of invoices, payments and income.**
- **Manage online banking.**
- **Uploading information into the dedicated accounting package.**
- **Carrying out monthly bank reconciliations.**
- **Assisting the Clerk in preparing the Councils Annual Budget.**
- **General office administration.**
- **To study reports and other data as required.**
- **To act as the representative of the Parish Council and deal with enquiries, as required.**
- **To attend training courses or seminars as required by the Council.**

	Person Specifications	Essential	Advantageous
1	Educational Qualifications	Good general education 5 GCSE's or equivalent including Maths and English	
2	Work Experience	Experience of dealing with the public	Previous local government experience
3	Skills/knowledge and aptitude	Able to effectively manage finances. Deal with enquiries Keep records	Ability to understand the legal framework in which Parish Council operates
4	IT skills	Word, Excel, internet, e-mailing Internet Banking	Publisher Power Point
5	Attitude	A team person with positive attitude. Able to maintain good relationships with other staff and councillors. Self- reliant and self-motivated	Able to work well with others Able to deal with negativity from people
6	Flexibility	Able to change hours to suit office requirements if needed	On occasion to be able to attend courses or evening meetings if required
7	Motivation	Willingness to undertake training. Act as a Hullbridge PC representative	Able to work on own initiative and prioritise