

HULLBRIDGE PARISH COUNCIL

Vacancy for Parish Clerk/Responsible Financial Officer

Hullbridge Parish Council are looking to appoint a Clerk to the Council/RFO, this position is part time of 28hrs per week, with a short hand over period from the current Clerk.

Hullbridge is an active Council with a budget of £183,000 per annum. The Clerk is responsible for a team of three staff, including an Admin Assistant and two full time Maintenance/Grounds staff.

This position with a NALC pay scale between SCP24-SCP36 according to experience, service and qualifications.

The successful candidate would preferably be qualified with a Certificate in Local Council Administration (CiLCA); or be prepared to work towards achieving that qualification within 12 months of joining. Local Council benefits including LPGS pension, training and holiday pay will apply.

The Council has an extensive website www.hullbridge-pc.gov.uk which provides an insight into the areas of responsibility, Administration including agenda/minutes, Financial Accounts/Controls and also the organisation of the Annual Christmas Fayre.

This role is office based and requires someone being able to act on own initiative, be computer literate and work to strict deadlines, likely to be a senior administrator, with excellent communication and organisational skills and have financial experience to be able to prepare and control budgets. An interest in the local community would be an advantage and be able to be forward thinking.

Application packs are available from:

Hullbridge Parish Council
98 Ferry Road, Hullbridge
Essex SS5 6EX
Telephone: 01702 232038
e-mail: clerk@hullbridgepc.co.uk

Closing date for completed applications: 1st April 2021

Interviews to be held: w/c 5th April 2021