

East Coker Parish Council

Recruiting for a Clerk/RFO Vacancy

East Coker Parish Council is seeking to appoint an organised and motivated Parish Clerk/Responsible Financial Officer to support the work of the Council and the local community.

Role and responsibilities will include:

- Attendance at the monthly meetings held on the second Wednesday of every month in The Pavilion at Long Furlong Lane, East Coker at 19.00.
- Organising meetings of the Council, preparing and publishing meeting agendas and minutes in a timely manner
- Ensuring Minutes, Agenda, News & financial and other statutory documents are uploaded on to the website.
- General Administration of Council's paperwork and implementation of Council instructions
- Management and administration of the East Coker Cemetery and of the Pavilion
- Assist and support the Council's Chair
- Advise the Council on legal, procedural and governance matters ensuring legal compliance
- Maintain the Council's records and statutory documents
- Financial management of the Council, ensuring full transparency and accountability using Xero accounting software
- Undertake other such duties as the Council may require

The position will be home based. Office expenses will be paid and a laptop and printer will be supplied.

The position is part-time and permanent (subject to a six-month probationary period) requiring approximately 80 hours per month although this will be reviewed after 12 months.

The hourly pay rate will be subject to the level of experience and will be based on the National Joint Council for Local Government Services (NJC) pay scale. A higher starting salary will be offered for applicants with CiLCA certification, though this is not a requirement for this position. Other free professional training is available.

For more information about the Parish and East Coker Parish Council visit www.eastcokerparish.gov.uk

To apply – please send a CV and covering email to the Chair, Mr H Cowen and/or the Parish Clerk by 16.10.26

huxley.cowen@eastcokerparish.gov.uk

clerk@eastcokerparish.gov.uk