



Rochford Parish Council

Has a vacancy for a

Clerk including Responsible Finance Officer

Part time position (25 hours per week)

Salary according to national rates

LC3 point 33-36 £42,708 to £45,718 (FTE)
(depending on qualifications and experience)
plus pension provided by Smart 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 description:-

Email: clerk@rochfordparishcouncil.gov.uk

Website: www.rochfordparishcouncil.gov.uk

Phone: 07848 438408

In writing to: Parish Council Rooms, West Street, Rochford, SS4 1AS

Closing date for applications: 28th February 2025.

We are an equal opportunities employer.