

Great Easton & Tilty

Parish Council

Great Easton and Tilty Parish Council - Parish Clerk and Responsible Financial Officer

Great Easton and Tilty Parish Council is in a rural area of north-west Essex about 3 miles from Great Dunmow. Due to the imminent retirement of the current clerk a vacancy will arise for the post of parish clerk and responsible financial officer (RFO). The successful candidate will be required to attend six evening meetings of the council per year, held on the last Thursday of every other month, and also the quarterly meeting and AGM of the Village Hall charity, as well as any additional meetings which may arise.

The post is for 10 hours a week up to 31 March 2026 (if the current clerk remains RFO until year-end) then 14 hours per week. The role is homebased and a laptop with accounts software is provided. You will need to be computer literate in Excel and Word. The salary will be determined from the NJC pay scale, SCP range 13-17.

The council manages two playgrounds, a stretch of riverbank and a small car park. It is also the sole managing trustee of the village hall trust and a sports ground.

Proper Officer/Clerk duties will include:

- Preparing agendas and minutes and attending bi-monthly meetings
- Maintaining public information sources including the Parish Council Website, with assistance.
- Providing advice on statutory duties and regulatory requirements including charity governance
- Dealing with correspondence and emails
- Liaison with the public, local government and other agencies
- Preparing and submitting planning comments and responses on behalf of the council
- Assisting with the management of council projects, including applying for grants
- Assisting in the formation and review of Council policies
- Liaison with contractors regarding maintenance of parish council and trustee owned land and property.

RFO Duties will include:

- Financial management including preparation of the yearly budget in conjunction with councillors and reporting on variance and financial governance
- Producing end of year accounts to audit level.
- Reclaiming VAT for council and Village Hall

As secretary to the trustee, the role includes invoicing hall bookings and preparing annual returns to the Charity Commission as well as ensuring proper charity governance of both charities.

If you would like to find out more please telephone the present clerk Kate Rixson for an informal chat or alternatively send a current CV and covering letter to:-

Parish.clerk@greateastonparishcouncil.co.uk

Closing date for applications: 18th November 2025