



**RESPONSIBLE FINANCIAL OFFICER/ DEPUTY CLERK  
(35 Hours FT)  
SCP 28 – 36 plus London Fringe Allowance, subject to experience.  
(Currently £32,798 - £40,578 p.a.)**

**Are you passionate about finance? Looking for a fresh challenge?**

Buckhurst Hill Parish Council is seeking an enthusiastic and self-motivated individual to join the team as RFO/Deputy Clerk.

BHPC is an ambitious local council serving the residents of Buckhurst Hill in the Epping Forest District of Essex. It has eleven elected Councillors and provides a range of services including two playgrounds, two community halls and Library support services.

The main purpose of the role will be administering the Council's financial affairs in accordance with proper practices. Additionally, to assist and deputise for the Clerk to the Council in carrying out the functions of the Council.

Key requirements of this role:-

- Sound working knowledge of local government financial systems
- Supervisory experience
- Experience of budget, payroll, health and safety management and GDPR
- A 'can do' attitude
- Belief in continuous improvement both personally and for the council
- Dedicated and focused

For a full job description and application form please contact our office at [office@buckhursthillpc.gov.uk](mailto:office@buckhursthillpc.gov.uk) or telephone on 020 8498 9933. No CVs accepted.

If you would like an informal discussion about the post, please contact the Parish Clerk, Liz Petyt-Start on 020 8498 9933.

Closing date for receipt of application: **MONDAY 4<sup>TH</sup> JULY 2022.**

Interviews will take place during the week commencing **11<sup>th</sup> JULY 2022.**

**Buckhurst Hill Parish Council**

**165 Queens Road**

**Buckhurst Hill**

**Essex IG9 5AZ      Email: [office@buckhursthillpc.gov.uk](mailto:office@buckhursthillpc.gov.uk)**

**[www.buckhursthillpc.gov.uk](http://www.buckhursthillpc.gov.uk)**