



Finance and Administration Manager Role

Full Time position - 35 hrs per week. Circa £32,000

Rural Community Council of Essex (RCCE) is a growing, countywide charity looking for a full-time Finance and Administration Manager to support the delivery of its strategy through the provision of financial, HR and other back office services.

The post will provide a range of financial management services including the processing of invoices, payroll data, reconciliation of bank accounts, submission of VAT returns, preparation of the charity's annual statutory accounts, annual return, budget and financial forecasts, and the maintenance of financial systems and records, together with the provision of front-line HR services and management of RCCE's premises.

The successful candidate will have:

- A minimum of five years' experience in an accountancy role, preferably in the charity sector;
- ACA/ACCA/CIMA/AAT qualification or equivalent experience;
- Experience in the use of Sage 50 or similar accountancy software;
- Experience in the use of Microsoft Office applications, including Excel, Word, PowerPoint, and Outlook;
- Experience of preparing statutory accounts and a knowledge of statutory regulations;
- The ability to communicate confidently with staff, management at all levels, both verbally and in writing;
- Knowledge of or an interest in HR/personnel matters and the management of premises;
- Ability to work without close supervision;
- An attention to detail.

This post will normally be based at the RCCE offices at Feering, near Colchester, but is home based at the moment owing to the pandemic. You are required to have a full driving licence and access to a car.

Application deadline: 12 noon Monday 12th July 2021

To apply you must complete an application form and an equality monitoring form - which can be downloaded from the website: www.essexrcc.org.uk

[Please send applications electronically to: Sara Ward \(Administrator\) – sara.ward@essexrcc.org.uk](mailto:sara.ward@essexrcc.org.uk)

COMMUNITY INITIATIVE FUND EMERGENCY GRANT 2021/22



The Community Initiatives Fund is designed to help individuals, groups and voluntary organisations boost their local community. The £350,000 fund offers two levels of grant:

£300,000 is for grants of up to £10,000 towards capital or revenue projects that benefit the wider community.

£50,000 is for micro-grants of up to £500 to help support grassroots groups, reduce social isolation, improve wellbeing and help communities better connect.

This fund excludes projects that deliver their work outside the administrative area of Essex County Council (Thurrock and Southend). The Community Initiative Fund is administered by the EALC on behalf of Essex County Council. Town & Parish Councils, community groups, social enterprises and individuals in the ECC area are all invited to apply.

Projects should have community backing and demonstrate a real community need. For instance, they could be to:

- Create, buy or develop new community assets
- Enhance existing community assets
- Enhance or develop initiatives that strengthen the local community, including cultural initiatives.

For further information and to apply please [click here](#) or contact Louise Gambardella, Funding Officer at louise.gambardella@ealc.gov.uk.

Please note: Pre-Application closing date – Saturday 14th August.
Full Application closing date – Friday 17th September.

RURAL HOUSING WEEK IS 5-9TH JULY 2021



Rural Housing Week is a week-long campaign that takes place every year to showcase the fantastic work that housing associations do in rural communities. This year, Rural Housing Week takes place from 5-9 July.

The theme this year is committed to rural communities – highlighting rural housing associations' dedication to providing affordable homes that people love and that keep vital rural services alive. Now, more than ever, rural housing associations are committed to their communities and to working together to help them thrive. Rural Housing Week is the perfect time to celebrate that. To find out more and sign up please [click here](#)

COMMITTED TO RURAL COMMUNITIES - Webinar 7th July 2-3pm



The webinar is aimed at parish councillors, local authorities and landowners; the Rural Housing Alliance will share their revised rural pledge, which underlines their commitment to working in partnership with local communities in order to ensure high quality homes and services. They will also introduce the newly published Parish Councillors' Guide to Rural Affordable Housing, and share examples of how they are working with parish councils and other partners to put that commitment into practice. For more information please [click here](#).

DONATE YOUR OLD LAPTOP TO HELP CHILDREN IN ESSEX



Do you have an old laptop you do not need any more? If so, do not throw it away.

Essex County Council is helping children and young people access learning resources by distributing laptops.

They have already given out [5,000 laptops to pupils who didn't have a device at home](#).

Whatever condition your laptop is in, get involved today by dropping it off at [your local library](#).

UPDATE REGARDING DEFIBRILLATORS – NEW REGISTRATION FORMAT FOR THE EAST OF ENGLAND AMBULANCE SERVICE.



East of England Ambulance Service
NHS Trust

The existing local database at East of England Ambulance Service is no longer their main database after a changeover in May 2021. It has been replaced by a national database called [The Circuit - the national defibrillator network](#) which is supported by the British Heart Foundation, St John Ambulance, Resuscitation Council UK and the Association of Ambulance Chief Executives. If you are responsible for a defibrillator, make sure you register it with Circuit so that they know where it is in an emergency. Registration is quick and easy via [The Circuit](#). The Circuit replaces the previous method of logging defibrillators on the 999 system.

The Circuit will also help you look after and maintain your defibrillator. You will receive regular reminders to check that your device is emergency ready and be able to connect with other guardians in your area should you wish for someone to check it when you are away. For more information please [click here](#).



HELP ESSEX BUY LOCAL

WIN 5 TICKETS



TO THE BILLERICAY FOOD AND DRINK FESTIVAL

A chance to win 5 FREE tickets to the 1st annual Billericay Food & Drink Festival to take place on Sunday 25th July from 11am to 6pm. The event will showcase over 45 food, drink, garden and homeware stands including cheese, wine, gin, prosecco, oysters, gourmet burgers, exotic fruits, private catering, luxury hampers and so much more! Free tastings, hog roast and DJ. All you have to do is visit one or all of Help Essex Buy Local social media platforms,

Facebook, Instagram or Twitter, and follow the instructions in the post about the competition posted on the 1st June 2021 to enter. The winner will be chosen at random and announced on Thursday 8th July 2021. For more information please [click here](#).

For further information about the Billericay Food and Drink Festival please [click here](#).

RCCE AGM – CHANGE OF DATE



We had originally proposed holding this year's AGM on 7th July. However, with the situation regarding the pandemic remaining uncertain we have decided to move the meeting to the autumn with the intention of holding it as an in-person meeting. The new date – likely to be in early October – and venue will be confirmed shortly.

Details will be published in this newsletter and circulated to all members.

Please Note: Our office still remains closed until further notice, and our staff are working from home and can be contacted by email. General enquiries can be sent to enquiries@essexrcc.org.uk. Our phone is being monitored and will be answered during normal office hours.