

Brindle Parish Council

Locum Clerk and Responsible Financial Officer

- Hours:** Average of approximately 12 hours per week
- Salary:** £13.69 per hour
- Location:** Home based, but attendance at meetings in different locations required

Brindle is beautiful rural parish in Chorley and has a population of approximately 1,000 people with fantastic community spirit who take great pride in the parish.

We are looking to recruit an exceptional clerk to ensure our parish council is well managed, we are meeting our legal obligations and we provide the best possible service to our residents and community.

The role involves organising meetings approximately every six-weeks, preparing agendas, promoting meetings, taking minutes and co-ordinating follow-up actions. Our clerk also looks after the finances of the parish council, including ensuring effective audit, risk and governance arrangements are followed.

Liaison with members, other organisations, residents and groups are a key part of the role in implementing the wishes of the parish council.

The successful candidate should hold the Certificate in Local Council Administration or be prepared to become qualified. Full training and support will be available. A high level of literacy, numeracy and IT skills are required together with strong organisational and interpersonal skills.

Our role requires a great deal of flexibility with a requirement to attend evening meetings and the ability to work with limited supervision to meet the needs of the parish council.

We are a committed, supportive parish council of 9 Members elected every four years with a passion to serve our residents. Training and development will be encouraged with the successful candidate.

For an informal discussion, please contact: Darren Cranshaw, Chair of Brindle Parish Council, tel: 07766 534485, email: darren.cranshaw@yahoo.co.uk.

Please apply by sending a covering letter stating how you meet the person specification along with a CV to darren.cranshaw@yahoo.co.uk.

Visit our website at: www.brindlepc.info

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Job Description

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Salary: £13 per hour

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Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.

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4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
8. To study reports and other data on activities of the Council and on matters bearing on those activities.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To maintain and manage the Council's website.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
14. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
16. To attend the conference and relevant meetings of the Lancashire Association of Local Council (LALC), National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC), and other relevant bodies, as a representative of the Council as required.

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Person Specification

Qualifications

- High level of literacy and numeracy
- Certificate in Local Council Administration, or prepared to achieve it within 12 months of appointment
- Driving licence and access to a vehicle to be able to attend meetings, update noticeboards etc.

Experience

- Experience of office administration, book keeping and legal frameworks
- Experience of report writing and creation of formal documents along with ability to collate minutes at meetings, closely following discussions and accurately selecting pertinent points
- Experience of working with a variety of different groups of people e.g. customers, partner bodies, councillors, residents etc.

Knowledge

- A working knowledge and understanding of local government democratic structures and processes (training will be provided)

Skills and Abilities

- A high degree of interpersonal skills to be able to work with, advise and influence other organisations, members and local residents
- Capable of expressing information and ideas orally and in writing which is logical, well structured, timely, accurate and meaningful to the audience
- Ability to work on own initiative with minimal supervision, prioritising and organising to ensure parish business needs are met

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- Strong organisational skills
- The ability to work flexibly outside usual office hours
- Proficient in the use of Microsoft Office, social media and other IT platforms

Other

- Strong passion for public service
- Willingness to attend training and development

Updated: 27/04/25

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