

TREALES, ROSEACRE & WHARLES PARISH COUNCIL
VACANCY FOR A PARISH CLERK AND RESPONSIBLE FINANCE OFFICER

We are a very enthusiastic Parish Council looking for a friendly and efficient person to join our team in the role of Parish Clerk and Responsible Finance Officer (RFO).

The role is open for an immediate start following interviews and selection by the Parish Council.

The successful applicant will be responsible for all aspects of administration including financial record-keeping and monitoring, advising councillors on policy and procedures, setting the agenda, attending and minuting monthly evening meetings (currently, usually 2nd Tuesday of each month, excluding August and December), correspondence & contact with stakeholders, and management of the Parish Council website.

This is a part-time, home based position with a basic 6.5 hours per week paid in line with NALC/SCP Pay Scale 18-24 at between £15.21 per hour to £17.16 per hour depending on qualifications.

A laptop and mobile phone will be supplied for business purposes.

Experience of local government administrative practices would be helpful. However, additional training can be provided through the Lancashire Association of Local Councils and the Society of Local Council Clerks. Evidence of good organisational and IT (MS Office, email, cloud and web) skills will be required.

If you would like an informal chat about the post of Clerk and the work of our Parish Council, either myself or our current Clerk will be very willing to arrange a call. Please contact us via the email addresses below.

Further details, including the job description are available on our website
“<https://trw-pc.gov.uk>” on the “home” page.

If this post could be for you, please submit your application to the Parish Clerk email address below with a cover letter and outline CV, which explains why this opportunity matches your interests and skills to the requirements of the role.

Applications are welcomed by Tuesday 13 January 2026 at 12 noon.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore if you are interested, please submit your application as early as possible.

As Chair of the Parish Council, I look forward to meeting with you.

Jane Barnes
Chair & Councillor
Treales, Roseacre & Wharles Parish Council

parishclerk@trw-pc.gov.uk

2025 Vacancy for PC Clerk and RFO

- i. Confirm process and timetable (will impact advertising and contingencies to ensure business continuity – note that audit is pending) – include consideration of panel, questions, selection criteria, interviews, documentation, training/support provision
- ii. Confirm Salary for 25/26
- iii. Confirm/update Job Advert
- iv. Ensure Job Description Up to date
- v. Post Notice and Job Description on news page of PC website
- vi. Send advert to LALC and Fylde P&TCs
- vii. Check on distribution dates for - Prepare Kirkham & Wesham Advertiser advert
- viii. Put on Notice Boards

Submit vacancy to

- to Debra Platt @LALC and SLCC. (check as to best contact details with Debra).
- All Fylde Parish & Town Clerks
 - Have a cover email to the Clerks, saying we were contacting them just in case they knew anyone who may be interested.
- Posted on Parish Notice Boards.
- Advert in Kirkham and Wesham Advertiser – if applicable to timescales
- (Parish Press)

1	Bryning-with-Warton Parish Council	Mr C Houlding, Clerk to the Council. Council email: pcbryningwithwarton@gmail.com
2	Elswick Parish Council	Paul Hayhurst, Acting Clerk alona12@btinternet.com
3	Freckleton Parish Council	Mr. K Armistead clerk@freckletonparishcouncil.org.uk
4	Greenhalgh-with-Thistleton Parish Council	David Kirkham dtskirkham@hotmail.com
5	Kirkham Town Council	Ms Liz Squires – Town Clerk townclerk@kirkhamtowncouncil.gov.uk
6	Little Eccleston-with-Larbreck Parish Council	Ms Diane Baker - Clerk and Responsible Financial Officer parishclerk@lewlparrishcouncil.gov.uk
7	Medlar-with-Wesham Town Council	Ms Angela Hunter – Clerk clerk@wesham.org.uk
8	Newton-with-Clifton Parish Council	Frank Wilson – Clerk nwcpc@btinternet.com
9	Ribby-with Wrea Parish Council	David Kirkham – As per Greenhalgh #4
10	Saint Annes on the Sea Town Council	Kevin Martin – town clerk townclerk@stannesonthesea-tc.gov.uk
11	Singleton Parish Council	Ms Verena Henderson - Clerk Clerk@SingletonParishCouncil.org
12	Staining Parish Council	David Kirkham – As per Greenhalgh #4
13	Weeton-with-Preese Parish Council	David Kirkham – As per Greenhalgh #4
14	Westby-with Plumpton Parish Council	David Kirkham – As per Greenhalgh #4

**JOB DESCRIPTION –
TREALES, ROSEACRE & WHARLES PARISH COUNCIL
CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER**

Overall Responsibilities

The Clerk to the Council/Town Clerk 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 totally 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.
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 and sub-committees, as appropriate.
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. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
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 issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
13. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
14. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
15. 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.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
17. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

SKILLS

Skills and attributes needed include:

1. A good deal of common sense,

2. Confidence to handle the administrative work,
3. Being a good organiser,
4. Financial book-keeping, Budgeting and Audit Preparation
5. IT literate (including MS Office, emails, Cloud services, Website Management),
and
6. Be able to get on with most people.
7. Underwriting these qualities is a sense of public duty - of wanting to help others
in the community.