

BOLTON-LE-SANDS PARISH COUNCIL
PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Hours	Up to 16 hours per week
Salary	NALC/NJC SCP 15-28, dependent on qualifications and experience
Location	Primarily home-based, with attendance in the parish and at meetings as required
Meetings	7.00pm on the first Tuesday of every month, including August
Closing date	Sunday 13 September 2026
Reporting to	Bolton-le-Sands Parish Council

Bolton-le-Sands is a large and active civil parish within the City of Lancaster district. The Parish Council has up to ten councillors and is involved in a broad range of local services, community assets, projects and issues affecting the village.

Purpose of the role

The Parish Clerk is the Council's Proper Officer and Responsible Financial Officer (RFO), and is responsible for the effective administration of the Parish Council and its finances.

The Clerk will ensure that the Council operates lawfully and effectively, provide professional advice and support to councillors, implement decisions of the Council, and act as a key point of contact between the Council, residents, contractors, other authorities and outside organisations.

The role requires sound judgement, strong organisation and the confidence to work independently while remaining accountable to the Council.

Principal responsibilities

- Governance and legal compliance: Ensure that statutory, legal and regulatory requirements governing the Parish Council are observed and provide appropriate advice to councillors.
- Council meetings: Prepare agendas and supporting papers in consultation with the Chair; attend Council and committee meetings as required; and produce clear, accurate minutes.
- Implementation of decisions: Act upon and follow up resolutions and decisions of the Council, including routine delegated decisions where authority has been granted.
- Financial management: Act as Responsible Financial Officer; maintain accurate financial records; monitor income and expenditure; reconcile accounts; prepare budgets and financial reports; administer payments, receipts, invoicing and VAT; and support internal and external audit requirements, including the Annual Governance and Accountability Return.
- Financial controls and risk: Maintain appropriate systems of internal control and ensure the Council's arrangements for risk management, insurance and asset management are kept under review.
- Correspondence and public contact: Receive and manage correspondence and enquiries on behalf of the Council, responding where appropriate and referring matters to councillors when a decision is required.
- Advice and research: Provide councillors with relevant information and practical advice to support informed, lawful and effective decision-making, including liaison with specialist advisers where required.
- Policies and procedures: Maintain the Council's Standing Orders, Financial Regulations, policies and governance documents and identify when review or amendment is required.
- Records and information: Maintain the Council's records, deeds, agreements, plans and other documents in secure and accessible custody, with appropriate arrangements for retention, transparency, data protection and publication.
- Employees and payroll: Undertake payroll and associated statutory administration for Council employees where required, including PAYE and National Insurance responsibilities.

- Contractors and projects: Liaise with contractors and service providers, monitor work undertaken on behalf of the Council, including the Parish Lengthsman, and support delivery of Council projects.
- External representation: Act as a professional representative and point of contact for Lancaster City Council, Lancashire County Council, police, community organisations, contractors and other relevant bodies.
- Communications: Maintain and update the Parish Council website and assist with public notices, announcements and other communications on behalf of the Council.
- CCTV: Administer the Council's CCTV arrangements where required, including responding appropriately to authorised police requests and maintaining associated records and procedures.
- Training and development: Undertake relevant training and maintain current knowledge of legislation, guidance and good practice affecting parish and town councils.
- Other duties: Undertake other reasonable duties necessary for the effective administration of the Parish Council and delivery of Council decisions.

Person specification

The Council is looking for a capable, organised and approachable individual who can combine strong administration with sound judgement and professional confidence. Previous parish council experience is useful, but the right transferable skills and willingness to learn are equally important.

Essential

- Administration & organisation: Strong administrative and organisational skills; able to manage competing priorities, work independently and meet deadlines.
- Communication: Excellent written and verbal communication skills; able to communicate clearly and professionally with councillors, residents, contractors and outside organisations.
- Judgement & interpersonal skills: Able to listen, remain impartial, maintain confidentiality and deal calmly and confidently with difficult or contentious situations.
- Finance: Good numeracy and confidence with basic accounting, financial records, budgets and reconciliations.
- IT: Computer literate and confident using email, Microsoft Word, Excel and online systems.
- Governance: Willingness to learn and apply the statutory and procedural framework affecting parish councils.
- Qualification & training: Either holds CiLCA or is willing to work towards the Certificate in Local Council Administration, and to undertake other relevant training.
- Practical requirements: Available to attend evening meetings and other meetings as reasonably required; able to work primarily from home with reliable internet and suitable office facilities.
- Project/contract support: Able to organise and follow through actions, maintain records and liaise effectively with contractors and service providers.

Desirable

- Administration & organisation: Previous experience in a clerk, office manager, administrator or similar role.
- Communication: Experience dealing with the public or stakeholders in a public-facing environment.
- Judgement & interpersonal skills: Experience supporting a committee, board or elected members.
- Finance: Experience of bookkeeping, budget monitoring, preparing accounts or financial reporting.
- IT: Experience maintaining a website or using digital finance/governance systems.
- Governance: Knowledge of local government, parish/town council governance, Standing Orders or Financial Regulations.
- Qualification & training: CiLCA qualified or already working towards the qualification.
- Practical requirements: Knowledge of Bolton-le-Sands and the surrounding area.
- Project/contract support: Experience managing contractors, staff or small projects.

Working arrangements

- The post is for up to 16 hours per week. The precise hours may be flexible depending on the experience and needs of the successful candidate. Working hours will vary according to workload, statutory deadlines and the Council meeting schedule.
- The role is primarily home-based. The postholder will be expected to maintain an appropriate presence within the parish and attend meetings or site visits when required.
- Ordinary meetings of Bolton-le-Sands Parish Council are normally held at 7.00pm on the first Tuesday of every month, including August. Attendance at other meetings may occasionally be required.
- The appointment will be subject to the Council's agreed terms and conditions, satisfactory references and any other appropriate pre-employment checks.

Salary and professional development

Salary will be offered within NALC/NJC SCP 15-28, dependent on the successful candidate's qualifications and experience. The Council will support relevant training and, where required, progression towards CiLCA.

Applications

Applications should be made by CV and covering letter and sent to the Chair, Jason Allison, at cldr.jason.allison@boltonlesandsparish.gov.uk.

Closing date for applications: Sunday 13 September 2026.

Equal opportunities

Bolton-le-Sands Parish Council is committed to equality of opportunity and welcomes applications from suitably qualified candidates from all backgrounds. Appointment will be based on merit and the requirements of the role.

Bolton-le-Sands Parish Council

Job description reviewed: August 2026