

RIBCHESTER PARISH COUNCIL

Appointment of

Clerk and Responsible Financial Officer to the Council

RECRUITMENT INFORMATION & APPLICATION PACK

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JOB ADVERTISEMENT

RIBCHESTER PARISH COUNCIL

Vacancy

Clerk and Responsible Financial Officer to the Council

(PART TIME – 9 HOURS PER WEEK)

Salary Range: SCP 18-19: £32,578 - £33,119 per annum Rate per hour: SCP £16.89 - £17.17

Ribchester Parish Council is seeking to appoint a first-class experienced administrator with strong financial and communication skills. The successful applicant will be forward thinking and enthusiastic.

The Clerk has responsibility for all the Council's functions and will be expected to advise and guide the Council as required.

Applicants should preferably have a local government background, although applicants from other sectors are welcome to apply. However, strong administration and financial skills are essential due to the statutory nature of the post.

Closing date for receipt of applications is Monday October 5th 2026

Application packs can be obtained by e-mail to cllr.yates@ribchesterparishcouncil.co.uk

Interviews will take place late afternoon / early evening Monday 19th October.

3. APPLICATION PROCESS

Ribchester Parish Council is committed to equal opportunities and welcomes applications from all sections of the community.

Application may be made using either the application form (Appendix C) or CV (no more than 2 pages A4), must be accompanied by a covering letter and should be placed in a sealed envelope marked "Private and Confidential - Application for Ribchester Parish Clerk post". It should be posted or hand delivered to:

Ribchester Parish Chair, 45, Church Street, Ribchester PR3 3YE

Or via email to: cllr.yates@ribchesterparishcouncil.org.uk

The information you provide must:

- Set out how you meet the person specification.
- Provide clear examples of your previous achievements which link directly to the areas of responsibility in this post.
- Demonstrate the qualities you would bring to the role of Parish Clerk.

Applications will be acknowledged by e-mail. We will contact all candidates invited for interview shortly after the closing date. References will not be requested until after interviews.

CANVASSING OF ANY MEMBER OR OFFICER OF THE COUNCIL WHO IS INVOLVED IN THE SELECTION PROCESS WILL DISQUALIFY YOU FROM BEING APPOINTED.

4. SELECTION PROCESS

The formal selection process will be by interview which will take place later on October 19th 2026.

An appointment panel will conduct the interviews and will consist of at least three current parish councillors. However, appointments can only be made by full Council. This will be at the next meeting of the Council, following the interviews and receipt of references, and will take into account recommendations from the appointment panel.

Shortlisting

This will be based on information contained in the application form and covering letter using the person specification and job description as assessment criteria.

Interview

Candidates will be required to attend an interview at a time to be allocated individually. There will be a minimum of one week's notice. The interview will last up to an hour.

References

Formal references will be taken up following interviews. Any offer of employment will be subject to two satisfactory references being received (one from the candidate's latest employer).

Disabled Candidates

Any candidate who is disabled can contact Ribchester Parish Council by e-mail (cllr.yates@ribchesterparishcouncil.org.uk) so that reasonable adjustments can be made to the recruitment process as required.

Criminal Convictions

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chair of the Council.

Pre – Employment Checks

Checks may be made to confirm eligibility to work in the UK and a basic DBS (Disclosure and Barring Service) check may be undertaken for unspent convictions. Original copies of qualifications may be requested. Attention is drawn to the Declaration and Important Notice on the application form (Appendix C).

APPENDIX A

RIBCHESTER PARISH COUNCIL

PERSON SPECIFICATION FORM

JOB TITLE: CLERK TO THE COUNCIL and RESPONSIBLE FINANCIAL OFFICER

<u>Qualifications</u>	E = Essential D = Desirable
A good general standard of education.	E
Possess the Certificate in Local Council Administration (CiLCA).	D
Have a commitment to personal development, willing to undertake additional training as necessary.	E
<u>Experience</u>	
Similar experience in an administrative role.	E
Similar experience in a finance role	E
Previous experience as Clerk to a Parish Council.	D
Experience of Local Government structure and processes.	D
<u>Knowledge, Skills, and Abilities</u>	
Ability to meet the statutory requirements of the Council in issuing notices of meetings, preparing agendas, taking minutes, and dealing promptly with correspondence.	E
Excellent communication skills. Possess good command of English language. Write clearly and concisely. Speak confidently and effectively.	E
Excellent organisation skills with the ability to achieve and maintain varying strict deadlines and prioritise workloads particularly when under pressure.	E
Above average IT skills with a good working knowledge of current IT and computer systems (such as Microsoft Word and Excel etc). Experience in research, using search engines and the internet.	E
Working knowledge of Local Government financial matters, a sound working knowledge of local government law, procedures, functions, and structures.	D
Possess knowledge of financial management, procedures, and controls. Have the ability to maintain good financial records, perform monthly reconciliations, provide financial reports, and prepare and manage budgets.	E
Possess knowledge of payroll procedures and HMRC requirements	D
Knowledge or experience in updating a website and producing a newsletter.	D
Possess a driving licence and have access to a vehicle insured for business purposes.	E
Knowledge of the Ribchester & Knowle Green area	D
<u>Personal Qualities and Attributes</u>	

Capable of exercising tact, diplomacy, discretion and assertiveness with Councillors, members of the public, and representatives of outside agencies.	E
Willing to work during evenings and some unsocial hours (the Parish Council meets in the evening).	E
Works effectively in a team and able to relate well to colleagues.	E
Self-motivated and adaptable to change. Able to work effectively and efficiently without supervision.	E

APPENDIX B

RIBCHESTER PARISH COUNCIL

Post Title:	Parish Clerk and Responsible Financial Officer (RFO)
Hours:	9 hours per week (to be worked flexibly)
Salary:	NJC 2026-27 scale points 18-19 (£32,578-£33,119 per annum pro rata). The salary will rise by two further NALC scale points on successful completion of the CiLCA qualification.
Accountable to:	The Council as a corporate body
Location:	Working from home

OVERALL RESPONSIBILITIES

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

The post holder 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.

The post holder is expected to produce, or ensure the production of, all the information required to enable the council to make effective decisions and implement these effectively.

The post holder will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out.

The post holder will be the Responsible Financial Officer for the Council and will be accountable to the Council for the effective management of all of its resources.

The post holder will be responsible for all financial and other records and will report to Council on this function as required.

SPECIFIC RESPONSIBILITIES

Training

1. To undertake such training courses, seminars and self-learning as necessary to

ensure a full and detailed understanding of the role of Parish Clerk.

2. To undertake continuous professional development as necessary to keep up to date with the professional knowledge required for the efficient management of the affairs of the Council.
3. To arrange and proactively participate in an annual performance appraisal.

Legal

1. To be aware of the Council's statutory obligations and ensure that the Council complies with these at all times.
2. To assist the Council in updating Council procedures, standing orders and financial regulations as required.

General Administration

1. To receive correspondence and documents on behalf of the Parish Council and to deal with the correspondence and documents and bring such items to the attention of the Council.
2. To generate and issue correspondence as appropriate based on the specific instructions and known policy of the Council.
3. Where required, to seek specialist legal and other advice to enable the council to act appropriately and lawfully at all times.
4. To deal with enquiries from members of the public as appropriate.
5. To maintain personal timesheets where required.

Meetings

1. To prepare and issue agendas and supporting papers for meetings of the Council, including sub-Committees and working groups where required.
2. To publicise meetings as required by law and policy including physically placing public notices as required.
3. To attend such meetings, and prepare minutes for approval. Meetings are held monthly on the third Monday of the month at 19.30
4. To carry out delegated follow-up actions according to agreed timescales.
5. To monitor follow-up actions delegated to councillors and others and chase and report as required.
6. To keep formal records as required by law.
7. To arrange and pay for meeting venue.

Risk Management

1. To ensure that the Council operates in accordance with Health and Safety legislation at all times.
2. To ensure that the Council's obligations for Risk Assessment are properly met.

Financial Management

1. To manage the Council's finances and accounts to the legally required standards and to advise the Council as appropriate on actions required. Specific responsibilities include:
 - Preparation and approval of an annual budget,
 - Checking of invoices and processing of payments
 - Receiving and reporting on income and expenditure.
 - Issuing invoices on behalf of the Council as required.
 - Monthly reconciliation of bank accounts
 - Quarterly monitoring and reporting of income and expenditure,
 - Updating the accounts system
 - Producing and verifying the annual statement of accounts
 - HMRC monthly and annual process
 - Employee financial and other returns, including National Insurance and tax activities
 - Preparation of end of year returns and audited annual accounts
 - Maintenance of financial records to an appropriate standard.
2. To ensure the effective management of CIL monies and other income and expenditure.
3. To issues tenders and negotiate with suppliers as required to ensure the council achieves good value for money.
4. To monitor implementation of procured services, both directly and through others, to ensure the council achieves the expected outcomes for services procured.

Planning Applications

1. To be aware of relevant planning legislation, policies and guidelines.
2. To receive details of planning applications from relevant bodies and respond where applicable.
3. To proactively monitor and research planning and related initiatives that might affect the parish and surrounding areas.
4. To bring relevant information to the attention of councillors by copying plans, providing supporting information, and taking into account relevant previous information as appropriate.

Research

1. To carry out proactive research on matters of interest to the Council and to bring the results of such research to the attention of Councillors. This particularly relates to matters likely to support the delivery of the current Parish Plan.
2. Where appropriate, to discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council as appropriate.
3. To draw up proposals for consideration by the Council and to advise on the practicability of likely effects, benefits and downsides of specific courses of action.

Communications

1. To act as the representative of the Council as and when required.
2. To liaise with the County Council on highways issues, road closures and similar matters.
3. To liaise with other public and private bodies as appropriate in the best interests of the Council.
4. To develop and maintain an effective parish council website in accordance with accessibility and other similar requirements.
5. To prepare and distribute press releases and other communication notifications as may from time to time be required.

Performance Management

1. To monitor the planned implementation of Council policies and projects and ensure that these are delivered in a timely fashion.
2. To monitor the actual implementation of Council policies and projects to ensure they are achieving the desired outcomes.
3. To manage the delivery of a range of community projects as directed by the Council in accordance with the current Council priorities.

Staffing

1. Should the situation arise, to supervise any other members of directly or indirectly employed staff as their line manager.
2. To undertake all necessary activities in connection with the management of salaries, conditions of employment and performance management.

Other Duties

- To undertake such other duties as might be required commensurate with the role of Parish Clerk in the best interests of the Council and parish residents.

APPENDIX C

RIBCHESTER PARISH COUNCIL

Post of Clerk and Responsible Financial Officer to the Council

Application Form

Please note that information may be copied and stored for use during the recruitment process, or used to form part of the personnel file if successful.

Complete in black ink and print where possible, include separate sheets if necessary.

PERSONAL DETAILS

Surname		
Other names		
Title	Mrs / Miss / Mr / Ms / Dr / Other:	
Address		
Telephone	Home: Mobile:	
E-mail address		
Are you legally eligible for employment in the UK?	Yes	No
National Insurance Number		
Do you hold a current driving licence?	Yes	No
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).		

PRESENT EMPLOYER

Name of current employer	
Job title	
Date commenced	
Type of business	
What period of notice are you required to give?	
Please outline your main tasks, responsibilities and achievements (continue on a separate sheet if necessary).	

EMPLOYMENT HISTORY (Most recent first, continue on a separate sheet if necessary).

Name of employer	
Job title	
Period of employment (give dates)	
Type of business	
Describe your duties and responsibilities	
Reason for leaving	

Name of employer	
Job title	
Period of employment (give dates)	
Type of business	
Describe your duties and responsibilities	
Reason for leaving	

Name of employer	
Job title	
Period of employment (give dates)	
Type of business	
Describe your duties and responsibilities	
Reason for leaving	

SECONDARY / FURTHER / HIGHER EDUCATION ATTENDED (in date order). Please also include any professional qualifications attained.

Establishment	From	To	Qualification(s) – subjects, level, grade

HOBBIES AND OTHER INTERESTS. Please include any positions of responsibility held.

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REFERENCES

Please give the names and addresses of two referees. One should be your present or last employer.

Referee 1	Referee 2
Name:	Name:
Address:	Address:

Are you related to any member or employee of this Council? Yes No
 If yes, please give full details:

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Ribchester Parish Council is an Equal Opportunities employer and confirms its commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation. Recruitment practices exclude all assumptions, preferences, or judgements that are not job-related.

IMPORTANT NOTICE

Failure to answer all the questions on this application truthfully or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment and, where employment has commenced, to dismissal.

DECLARATION

I, the undersigned, declare that the information given by me on this application and in any other form (including at interview) is correct to the best of my knowledge, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ me or not employ me. I understand that any form of canvassing will disqualify me.

Signature:	Date:
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