

## **Vacancy for a Part Time Parish Clerk – Read Parish Council Part Time Parish Clerk**

**Reference No: RP04**

**(scp range 7–12) £13.26 per hour to £14.36 per hour**

**Part Time: 5.5 hours per week (25 hours per month)**

You will provide a full clerking service for the Parish Council and undertake all statutory duties including serving and issuing of all notifications required by law of a Local authority's Proper Officer.

You will attend and minute meetings, one evening a month, undertake administrative duties – such as preparing and circulating reports and dealing with correspondence – and maintain budgetary control.

Good organisational and I.T. skills are essential. You will work from home.

The salary will be in accordance with the National salary scale for the National Association of Local Councils, based on the applicant's experience.

Ideally the applicant will hold a Certificate in Local Council Administration or be prepared to undergo training to achieve this.

To find out more, please contact Marie Hacking, Chair, telephone number 01282 778270, Email: [duncan.marie@talktalk.net](mailto:duncan.marie@talktalk.net)

For an application pack, call 01200 414596 (24 hour answerphone).

Completed application forms should be sent to:-

Mrs Marie Hacking

4 Victoria Lodge

Read

BB12 7SZ

**Closing date for applications: Friday, 28<sup>th</sup> February 2025**

**Interviews will be held on: Thursday, 6<sup>th</sup> March 2025**

# JOB DESCRIPTION

**JOB TITLE:** Part Time Parish Clerk

**REFERENCE NO:** RP04

**SALARY SCALE:** (scp range 7-12) £13.26 per hour to £14.36 per hour

**RESPONSIBLE TO:** Chair of the Parish Council

**JOB PURPOSE:** To be the proper officer of the Parish Council and undertake all statutory duties including serving and issuing of all notifications required by law of a Local Authority's Proper Officer.

## KEY RESULT AREAS:

- To be responsible for ensuring that the instructions of the Parish Council in connection with its functions as a Local Authority are carried out.
- To advise the Parish Council on and assist in the formation of overall policies to be followed in respect of the Authority's activities.
- To produce all information required for making effective decisions and to implement constructively all decisions.
- To be accountable to the Parish Council for the effective management of all its resources and to report to them as and when required.
- To be responsible for all the financial records of the Parish Council and the careful administration of these finances.
- To prepare and circulate agendas, reports and minutes.
- To action the decisions of the Parish Council.
- To brief the Chairperson prior to Parish Council meetings.
- To keep records of all correspondence and general administration, including custody of all legal documents, deeds, insurance policies and all other records etc.
- To prepare accounts for auditing, including the preparation of annual estimates.
- To maintain financial records of payments and collection of accounts.
- To be responsible for the updating of the Parish Council website and Facebook page.
- To prepare all statutory returns.
- To prepare reports to the Parish Council.
- To maintain records of insurance policies and any other registers.
- To manage any charity funds under the jurisdiction of the Parish Council
- To liaise with Ribble Valley Borough Council, Lancashire County Council and any other third parties on Parish Council matters.
- To undertake such other duties of a similar nature and responsibility level, which may be allocated to the post from time to time by the Council.
- To adhere to the Council's policies including equal opportunities and health and safety.

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Experience</b>		
Previous experience of clerical/admin duties.		Application Form/ Interview
Proven experience of budget setting, financial control and VAT.		Application Form/ Interview
Experience of working with computer accounting packages.		Application Form/ Interview
Practical experience of Servicing Committees.		Application Form/ Interview
	Previous Parish Clerk experience.	Application Form/ Interview
	Experience of Project Management.	Application Form/ Interview
<b>Qualifications</b>		
Educated to GCSE level, with a good standard of literacy and numeracy, ie Maths and English at grade C (equivalent to the new grade 4) or above.		Application Form/ Interview
	Administration and Bookeeping qualifications.	Application Form/ Interview
	Completion of, or working towards the Certificate in Local Council Administration or other recognised related qualification(s).	Application Form/ Interview
<b>Skills/Knowledge</b>		
Working knowledge and understanding of Parish Council practice and functions.		Application Form/ Interview
Working knowledge of procedures, roles, duties and responsibilities of Parish Councillors.		Application Form/ Interview

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TO BE IDENTIFIED BY</b>
<b>Skills/Knowledge</b>		
Ability to produce accurate minutes and agendas.		Application Form/ Interview
Ability to deal with other authorities and agencies and promote the image of the Parish Council.		Application Form/ Interview
Good working knowledge of IT systems including Microsoft Word and Excel.		Application Form/ Interview
Able to update the Parish Council Website and Facebook pages.		Application Form/ Interview
Ability to work unsupervised and organise own workload.		Application Form/ Interview
<b>Personal Qualities</b>		
Excellent oral and written communication skills with the ability to build good relationships with Councillors.		Application Form/ Interview
Ability to provide objective advice to Councillors in a timely and coherent manner.		Application Form/ Interview
Ability to deal with people in an understanding manner, whilst displaying firmness as appropriate.		Application Form/ Interview
Ability to deal with matters on a confidential basis.		Application Form/ Interview
A flexible and adaptable approach.		Application Form/ Interview
A commitment to ongoing professional development.		Application Form/ Interview