



## Wilbarston Parish Council

### Parish Council Clerk Vacancy Advert

[www.wilbarstonparishcouncil.gov.uk](http://www.wilbarstonparishcouncil.gov.uk)

Name of Council	Wilbarston Parish Council
Job Title	Clerk to Council/Responsible Financial Officer
Vacancy Statement	<p>Wilbarston Parish Council has a vacancy for a parish clerk and responsible finance officer. Applications are invited from suitably qualified and experienced persons. The parish clerk will be responsible for the administration of the business and finances of the council.</p> <p>The post includes some evening work and occasional attendance at civic functions. The successful application will be expected to have or be prepared to obtain CiLCA (Certificate in Local Council Administration). They must be computer literate, with good communication skills. An engaging and positive outlook is essential.</p>
Salary	LC1. SCP 15 £15.56 per hour
Hours	7.5 hours per week (days to be negotiated) and some evening work.
Place of work	Home working/Attending Parish Council Meetings and Civic events.
<b>Please apply in writing to:</b>	
Contact	Sharon Kennedy
Position	Chair, Wilbarston Parish Council
Address	<a href="mailto:cllrsharonkennedy@wilbarstonparishcouncil.gov.uk">cllrsharonkennedy@wilbarstonparishcouncil.gov.uk</a>
Telephone	07738662388
Closing date for applications	5pm on 30 <sup>th</sup> January 2026

To find out more about the role of the clerk download an introductory booklet from the Society of Local Council Clerks (SLCC) entitled "The Essential Clerk" <https://www.slcc.co.uk>



### **Wilbarston Parish Council Clerk Job Description**

Job Title	Clerk and Responsible Finance Officer
Responsible to	Full Council
Number of councillors	8
Precept	£14,270
Employment Status	7.5 hours per week over 3 days (days to be negotiated) and some evening work.
Salary Scale	LC1. SCP 15 £15.56 per hour
Location	Home working plus attending meetings and managing assets in Wilbarston Parish

#### **Job Purpose**

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are observed and implemented.
4. To be the Council's principal adviser on policy matters, to be responsible for all aspects of Health and Safety, manage the provision of Council assets and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

#### **Duties and Responsibilities: Clerk**

1. To ensure the statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council's principal advisor on policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.

3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements. To undertake the annual review of all policies and procedures.
4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and committees in accordance with all statutory requirements and prepare minutes for approval.
5. To ensure that all meetings of the Council and all meetings of the committees are clerked, attending personally and to maintain Councillor attendance records.
6. To action all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of the Council, or when appropriate, bring relevant items to the attention of the Council.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals, etc on behalf of the Council. To ensure the Council's planning obligations are met.
8. To prepare and publish the Council's Annual Report.
9. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
10. To improve, develop and keep up to date the Council's website and any other social media platforms used by the Council.
11. To manage the arrangements for the Council to at all times comply with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
12. To be the principal advisor to the Council in matters relating to matters of ceremony, civic protocol and develop relevant cultural and community links. To make appropriate arrangements for civic functions and occasions and attend any ceremonial occasions.
13. To attend relevant training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.

#### **Duties and Responsibilities: Responsible Financial Officer**

As the Council's Responsible Financial Officer to be responsible for all financial procedures and records and the careful administration of its finances in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council including:

1. Being responsible for and carrying out all the functions required by law of the Council Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council.
2. Acting as the Council's principal adviser on financial matters and to be responsible for the careful administration of the Council's finances and the proper application and maintenance of the Council's Standing Orders and Financial Regulations.
3. Ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policy.

4. Advising the Council and its committees in the preparation of the estimates of annual budget income and expenditure for revenue services, any capital budget programme and the annual Precept requirements.
5. Monitoring and managing the Council's budget expenditure and income and to provide the Council with a regular statement of income and expenditure under each budget heading in the approved revenue and capital budgets.
6. Issuing and reporting on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
7. Monitoring and ensuring the Council's accounts are controlled, and the council is informed of the ongoing financial situation.
8. Ensure appropriate financial IT systems are in place and operated securely.
9. To provide general advice to the Council on budget preparation process and ensure that all Management Reports are presented to the Council and the statutory External Audit requirements are completed each year. To ensure that the Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
10. Ensure all necessary records are prepared for audit and VAT purposes.
11. Ensure the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured.
12. Ensure an annual equipment inventory and asset register are in place.
13. Advise the Council on, and assist in, the raising of funds by way of grants and sponsorship following the necessary consultations and processes.

To undertake any other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

#### **Person Specification**

	Essential	Desirable
Qualifications	<p>Good level of education to GCSE level or equivalent in English and Maths.</p> <p>Commitment to undertaking and completing CiLCA qualification.</p>	CiLCA qualification
Experience and Knowledge	<p>Considerable experience in administrative duties at a senior level.</p> <p>Considerable experience of undertaking financial officer duties at a senior level.</p> <p>Good understanding of local government organisation and records maintenance.</p>	Previous Clerk to Council post held.

	<p>Experience of Microsoft Office, fully conversant with Excel, Word and PowerPoint.</p> <p>Experience of web development and social media software.</p>	
Skills & Abilities	<p>Ability to prioritise and manage own workload using knowledge of the work of the Council to guide timescales.</p> <p>Ability to problem solve and adopt a solution-focused approach.</p> <p>Administration proficiency in preparing agendas, minutes, managing finances.</p> <p>Excellent written and presentation skills with accuracy and attention to detail.</p> <p>Creativity in developing and adapting administration systems.</p> <p>Strong written and oral communication skills for interacting with council members, other staff and the general public.</p> <p>Ability to liaise with a diverse range of public and private organisations.</p> <p>Ability to work under pressure and to support Councillors to ensure agreed outcomes are achieved.</p> <p>Able to maintain confidentiality.</p> <p>Able to engage in open and honest dialogue.</p>	

Equal Opportunities	<p>Able to use own initiative and work independently.</p> <p>Flexible approach. Self-motivated. Conscientious.</p> <p>Commitment to given tasks.</p> <p>Ability to demonstrate awareness and understanding of inclusion and diversity and other peoples' behaviour, physical, social and welfare needs.</p>	
Health and Safety	<p>Able to demonstrate a clear understanding of the commitment to Health and Safety and willingness to undertake training to enable implementation of procedures.</p>	

January 2026