

Parish Clerk Vacancy - Walton Parish Council

Applications are invited for the above post which will be vacant from 31st May 2025, following the resignation of the current clerk who is moving out of the area.

The hours are 17.5 hours per month, paid in accordance with the NJC salary scale at SCP 7, an hourly rate of £13.26. Some experience working with or for local government would be advantageous. The successful applicant will be expected to work from home, and a laptop computer and printer will be provided to facilitate this.

The Clerk will be responsible for the day-to-day administration of the Parish Council, to advise the Council on legal decision making, dealing with correspondence, preparing agendas and minutes, and attending Council meetings as well as liaison with other local government bodies and other partners.

The Clerk is also the Responsible Financial Officer of the Council managing all finances on a day-to-day basis and would be expected to prepare the financial records for audit, in accordance with the audit regulations which apply to Parish Councils.

The Parish Council is keen to appoint somebody to the substantive post but should this not be possible, we would be prepared to split the responsibilities to enable somebody to take up a discrete Responsible Financial Officer role and another person to take up the residual responsibilities of the Clerk.

If you are interested in applying for a position please provide an application by e-mail with the name, address, telephone number and email address of two referees to the current Clerk no later than Friday 4th April 2025.

Please state clearly in application which position you wish to be considered for i.e. the 17.5 hours substantive post or 5.5 hours residual RFO post or 12 hours residual Clerk post

Applications should be sent to waltonparishc@gmail.com. Prospective candidates are welcome to contact the Chairperson on 07948431031 to discuss the role.

Walton Parish Council

Parish Clerk

Salary: NJC SCP 7 £13.26 per hour (March 2025)

Hours: 17.5 hours per month

Responsible to: Elected Members of the Parish Council

Place of Work:

The postholder will be expected to work from home and will be provided with equipment by the Council to support that.

Job Purpose

The role of the Clerk is to ensure that the Council conducts its business properly, within the law, in line with previously agreed policy and to provide independent, objective, and professional advice and support to Members.

The Clerk will be the Responsible Financial Officer and as such is responsible for all financial records of the Council and the careful administration of its finances including payment of wages and organising the required annual audit of its financial activities. The Clerk will be accountable to the Council for the effective management of all its resources and assets providing reports when required.

The Clerk administers all the Council's paperwork and ensures that all meeting papers are properly prepared, and the public is informed of all meetings. The Clerk is expected to produce all the information required for the council to make effective decisions

Key Responsibilities

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To act as the Responsible Financial Officer and manage the financial records of the Council in accordance with legal requirements and best practice.
- To ensure the confidentiality of those Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.
- To ensure the Council has the documentation, procedure and policy required to operate lawfully.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To issue notices on public noticeboards and the Council website and circulate as appropriate.

- To organise and attend all meetings of the Council and prepare minutes for approval.
- To receive correspondence and documents on behalf of the Council and to deal with such items or bring such items to the attention of the Council. To issue correspondence following instructions of, or the known policy of, the Council.
- To manage the Council's purchasing procedures, to purchase goods and services and to implement contract awards as mandated by the Council
- To maintain and work to an annual cycle of financial and statutory deadlines required of the Parish Council
- To ensure the Council's obligations for Health & Safety and risk management including risk assessments are properly met and, where necessary, risks are properly insured.
- To act as representative of the Council as required and to liaise as appropriate with other local authority bodies and other partners
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To promote the Parish Council through its website, notice boards and other channels and ensure information is regularly and accurately updated.
- To maintain all deeds, leases, contracts and other legal or confidential documentation in a safe and secure manner.
- To carry out any other duties commensurate with the post, as notified and agreed by the Council.