

APPOINTMENT OF HOLCOMBE PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Part time role (up to 25 hours per month) working from home and attendance at monthly meetings

Salary: NJC pay scale (SCP 2-5) paid at an hourly rate (£11.59 - £12.18) depending on qualifications & experience

Holcombe Parish Council is seeking an organised, committed and proactive person to undertake responsibility for the day-to-day organisation and management of the Parish Council's services and finances.

If you are enthusiastic, flexible and passionate about our community then we would like to hear from you. An understanding of local authority organisation and management, although not essential, would be an advantage. Efficient administrative skills together with good inter-personal skills are key requirements of the role.

The successful candidate will be expected to have or obtain within 18 months the CiLCA qualification offered by the Society of Local Council Clerks, the cost of which will be provided by the council. Further training is encouraged and supported by the Council.

We offer excellent nationally based terms and conditions of employment for this part-time post.

Please email the Clerk at clerk@holcombepc.org.uk for further information and an application pack or use the following link:

https://www.holcombepc.org.uk/data/uploads/323_707981582.pdf

Closing date for applications: Friday 29th August 2025

Holcombe Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

Holcombe Parish Council

Job Title:	Clerk to the Council and Responsible Financial Officer
Responsible to:	Full Council
Responsible for:	All Council property and financial resources
Employment status:	Part time; up to 25 hours per month, including some evening work
Salary Scale:	NJC pay scale (SCP2-5) paid at an hourly rate (£11.59 - £12.18)

Role Description

The Clerk to the Parish Council is a legally defined role and is accountable for the overall administration of the Parish Council.

Their primary responsibilities include:

1. Implementing the decisions of the Parish Council;
2. Ensuring the Parish Council comply with its legal obligations and responsibilities;
3. Allocation and management of Parish Council resources;
4. Managing information and communications on behalf of the Council;
5. Using the Parish Council website as our key communication channel;
6. Acting as the Responsible Financial Officer ensuring the effective administration of the Parish Council's finances.

2. This role is responsible and accountable for:

1. Ensuring statutory and other provisions governing or affecting the running of the Parish Council are observed;
2. Monitoring and balancing the Parish Council's accounts and prepare records for audit purposes and VAT;
3. Preparing, in consultation with appropriate members, agendas for meetings of the Parish Council and Committees. To attend such meetings and prepare minutes for approval;
4. Receive all correspondence and documents and when appropriate or instructed by the Parish Council deal with the correspondence or documents or bring such items to the attention of the Parish Council for review or decision;
5. Review reports and information relating to the activities of the Parish Council and where necessary consult with specialist or advisors and produce reports for consideration and decision by the Parish Council;
6. To assist in the preparation and publishing of the Council's Annual Report;
7. Ensure that the Parish Council meets its statutory duties in all aspects of its activities as a provider of services to its community and as employer;
8. Receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met in a timely fashion. To issue invoices on

behalf of the Parish Council for goods and services and to ensure payment is received;

9. Ensure that the Parish Council's banking services are appropriate and are efficient;
10. Records concerning services, activities and its employees are properly maintained and are stored so the Parish Council complies with good practice standards;
11. Ensure that all policies and procedures remain relevant and are kept up to date;
12. A list of policies and procedures is prepared and a plan for review and updating is agreed and implemented annually;
13. Attend local events or other meetings, as required, as the representative of the Parish Council;
14. Prepare, in consultation with the Chair, social media and press releases about the activities of, or decisions of, the Parish Council;
15. Act at all times in accordance with good health and safety practice without exposing either themselves, colleagues and others to risk or hazards;
16. Undertake any other work that is commensurate with the salary or grading of this job.
17. To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role (within a period of 18 months). This will be paid for by the Council.
18. The Clerk is responsible for acting as Burial Clerk to Holcombe Parish Council Cemetery in accordance with the Local Authorities Cemeteries Order 1977, which involves administration and communication duties and responsibilities. Support from experienced councillors will be provided to aid the successful candidate in this task.

Support

This role is suitable for those people with a knowledge of local government together with those who have little or no experience in this area. As long as you have a good level of administrative skills and are enthusiastic about making a contribution then we would welcome your application. Support from Councillors will be available to aid the successful candidate to get up to speed with those areas that they are less experienced in.