

**APPOINTMENT OF CLERK TO THE COUNCIL**

**AND RESPONSIBLE FINANCIAL OFFICER**

**RECRUITMENT INFORMATION PACK**

August 2025

**INTRODUCTION**

Thank you for responding to the Parish Council’s recent advertisement for this post.

We trust that you will find this Recruitment Information Pack, together with the Job Description/Advertisement and Person Specification enclosed, of assistance in deciding to apply.

The information is arranged as follows: - Role of the Parish Clerk

Job advertisement.

Person specification

Key terms and conditions of employment

Application and selection process

Application Form

If you would like to apply, please complete the attached application form (CVs alone will not be acceptable) and submit it by email by **5.00pm on Friday 19th September 2025** to the email address at bottom of this page**.**

This Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post, please email the current clerk at barfordpc@gmail.com

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview, please let us know.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Contact: Clerk, Barford & Wramplingham Parish Council

Email: barfordpc@gmail.com

Telephone: 07397534271

**ROLE OF PARISH CLERK TO BARFORD & WRAMPLINGHAM PARISH COUNCIL**

Why become a Parish Clerk?

Becoming a Parish Clerk is one of the most rewarding jobs in a local community, a competent Clerk underpins a good Council.

The role of Parish Clerk is to support the Council as a whole, ensure that it conducts its business properly and to provide independent, objective and professional advice and support.

Parish Councils are part of Local Government.

# What does the Clerk to the Council do?

The main duties of the job are to:

* Ensure that the Council conducts its business lawfully.
* Administer all the Council's paperwork and correspondence.
* Ensure that meeting papers are properly prepared, issued to members and that the agenda is published in advance of the meeting.
* Communicate the Council’s decisions and other news on notice boards and the website.
* Manage the Council’s finances including cashbook, bank reconciliations and annual CiL and VAT returns.
* Prepare budgets for approval and submit the precept request.
* Manage the monthly payroll, pension returns and PAYE returns.
* Manage the annual submission of documentation for audit and ensure the Council complies with the annual AGAR requirements.
* Respond as directed by the Council to planning applications.
* Oversee the submission of funding requests such as Parish Partnership scheme.
* Keep up to date by undertaking required training/qualifications.

# Skills and attributes needed

Our Parish Clerk will need to be a confident all-rounder who is able to work under their own initiative with little direction. IT literacy is absolutely critical as is numeracy and a knowledge of book keeping/accounts. You will need to be happy working alone and flexibly and able to handle a role that does not neatly fit into any specific pattern in terms of hours worked.

# Information about Barford & Wramplingham Parish Council

Barford is a village and civil parish covering an area of 4.38 km2. Immediately adjacent is the civil parish of Wramplingham, which has an area of 3.47km2. Both are represented by the Barford and Wramplingham Parish Council, with five councillors representing Barford and two for Wramplingham. More information is available on the Barford and Wramplingham Parish Council Website: barfordpc.wixsite.com



**Vacancy for Clerk and Responsible Financial Officer**

**Barford and Wramplingham Parish Council**

Barford and Wramplingham Parish Council seeks an enthusiastic and committed individual to fulfill the role of Parish Clerk and Responsible Finance Officer starting as soon as possible. The vacancy is for six hours per week (flexible). This is a hybrid role with most of the work being home based. However, the successful applicant must be available in person to service the meetings of the Council which are held on the third Tuesday of each month in the evening. There is no meeting in August or December.

**Purpose of job:** The post holder will be responsible to the Council and will carry out the statutory and delegated functions of the council.

**Main Duties and Responsibilities**

To provide advice and support to Members and Committees of the Council, to ensure that all decisions made by the Council are lawful and are undertaken in accordance with local government legislation.

To set the annual Council meetings calendar, along with the creation of agendas, minutes, policies and reports for Council meetings.

To set and prepare the annual budget for the Council’s consideration and request the Precept in a timely manner.

To effectively manage the income and expenditure of budgets.

To process payments in accordance with the Council’s Financial Regulations and Internal Financial Controls.

To manage the monthly payroll and annual tax returns.

To complete the annual VAT return.

To complete the annual CiL return.

To manage the annual governance process (AGAR) in line with published requirements.

To receive correspondence and documents on behalf of the Council and where necessary, bring items to the attention of the Council.

To deal with residents of the parish on a variety of issues in person, by telephone, letter and/or email.

To attend training courses, conferences and seminars as required by the Council.

To take responsibility for the proper care, maintenance and security of all council records, whether computerised or manual, to ensure compliance with requirements under General Data Protection Regulation (GDPR) and the Freedom of Information legislation.

To assist with and complete grant applications to secure external funding when necessary.

To manage the Council’s website ensuring information is accurate informative and up to date.

To manage the Parish Council’s archives and ensure all paperwork and records are

kept in line with the Council’s Retention Policy.

To keep a record of hours worked.

The post holder will be required to undertake an annual appraisal in accordance with the Parish Council's aims and objectives.

This Job Description is not exhaustive and may be subject to review as the Council directs.

**Qualifications/experience and on-going training:**

1. Salary by negotiation depending on experience (NALC pay scales).
   * CILCA Qualified preferred, or a commitment to work towards obtaining this qualification within two years of appointment.
   * Training and support will be provided if required.
2. Experience in a local government environment would be an advantage, and knowledge of meeting administration and working to deadlines is essential.
3. Financial management skills are essential and an understanding of payroll management would be advantageous.

For further details, or to apply (CV and application form), please contact the Clerk:

Email: barfordpc@gmail.com

Website: https://barfordpc.wixsite.com/home

Deadline for applications: Friday September 19th 2025. Interviews will take place on 29th and 30th September 2025

**BARFORD & WRAMPLINGHAM PARISH COUNCIL**

**PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER PERSON SPECIFICATION**

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| --- | --- | --- | --- |
|  | | Essential | Desirable |
| **1. Experience** | * Working knowledge of Parish Councils or other committees * Providing advice and guidance on policy and strategic objectives * Financial management * Management of a website |      |  |
| **2. Qualifications** | * The Certificate in Local Council Administration (CiLCA), or agreement to undertake after the probation period |  |  |
| **3. Knowledge** | * Understanding of financial accounting * Understanding Payroll management * Understanding of local government issues * Sound knowledge of administrative procedures * Practical knowledge of website management |    |      |
| **4. Skills** | * Demonstrate a good command of the English language * Summarise and record debate accurately and concisely and produce accurate meeting minutes * Be able to prepare and present reports and information to others in a clear concise and understandable manner * Ability to speak clearly and effectively * Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals |          |  |

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| --- | --- | --- | --- |
| **5. Organisation** | * Achieve strict deadlines * Prioritise workload and set personal deadlines * Exercise judgement confidently * Plan and work efficiently under pressure |        |  |
| **6. Investigation** | * Undertake research effectively * Assimilate information clearly and quickly * Act with initiative and imagination when circumstances demand * Initiate debates on policy matters if required to do so |          |  |
| **7. Representation** | * Represent the Parish Council in many and various ways, including legal, liaison and socially * Exercise tact, diplomacy and discretion * Deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies * Be politically impartial, operate with consistency and integrity |        |  |
| **8. Personal Qualities** | * Proactive and assertive * Personal presence, commensurate with the role * Innovative * Sensitive to others * Diplomatic * Self-motivated * Self-reliant * Committed to equal opportunities * Be adaptable and able to respond to changing demands/circumstances * Meet new challenges imaginatively * Be willing to work some unsocial hours (evening meetings, weekend events etc) * The possession of a valid driving licence and the ability to use the applicant’s own vehicle in connection with their employment, for which reimbursement @ 45p per mile will be made * Willingness to travel and attend: conferences, external events, meetings and training events etc. |                            |  |

**KEY TERMS AND CONDITIONS OF EMPLOYMENT**

# General

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.

# Salary

The salary is in the range of Salary Scale LC1 subject to experience and qualifications.

# Working Week

The normal part-time working week is 6 hours per week from Monday to Friday inclusive with attendance at monthly evening council meetings a requirement.

Where additional hours are worked you will be paid at your standard hourly rate.

# Annual Leave

22 working days pro rata (increasing by 3 days after 5 year’s continuous local government service) plus 8 days bank and public holidays. This would be listed in the contract of employment.

# Pension

You will automatically be enrolled as a member of the Local Government Pension Scheme, unless you choose to opt out. The employee contribution rate for the LGPS is reviewed and set periodically by the Scheme Advisory Board and is based on salary banding. You will be advised of your contribution rate when your rate of pay has been confirmed.

# Probation

6-months probationary period.

# Pay Method

Salary is paid monthly in arrears on or around the 25th of each month.

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations, which are usually effective from 1st April.

# Work Location

The usual place of work will be [Clerk’s home address].

The usual place of work for meetings is Barford & Wramplingham Village Hall.

# Expenses

Car mileage will be paid @ 45p per mile as set or amended by HMRC

# Notice Period

After completion of the six months probationary period, you are obliged to give to the Council one month’s notice in writing to terminate your employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice that you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years, when thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous

employment after which time you will be entitled to twelve weeks’ notice.

**APPLICATION AND SELECTION PROCESS**

# Application Procedure

You should complete the Parish Council’s Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process.

Please note you will be required to show documentary proof of any qualifications you may claim to hold if you are offered an interview.

# Completed application forms should be received before 5.00 pm on Friday 19th September 2025 via email to: barfordpc@gmail.com

**Please head your email / post**

**“Confidential - Application for the post of Parish Clerk”.**

**Selection Process**

The Council’s Interview Panel will prepare a short list of candidates soon after the closing date.

The interview will be structured to assess your competence and suitability for the post. Interviews for shortlisted candidates will be held on the 29th and 30th of September.

# Personal References

References will be requested subject to you being offered and accepting the post.

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

# Reference and Legal Checks

Any relevant legal or reference checks for this job will be carried out, as required.

# Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

# Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer.

# Further Information

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

**This Recruitment Pack has been prepared on behalf of and agreed with Barford & Wramplingham Parish Council but does not form part of any future contract of employment.**

**Barford and Wramplingham Parish Council Post of Clerk**

**and Responsible Financial Officer.**

**Application Form**

**Private and Confidential**

*Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.*

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| **Job Details** | | | | | | | | | |
| Post applied for: | | Parish Clerk | | | | | | | |
| **Personal Details** | | | | | | | | | |
| Surname: | | | | | Forename(s): | | | | |
| Address:  Post Code: | | | | | | | | | |
| **Telephone numbers:** | | | Home:  Mobile:  Work: | | | | | | |
| **Personal Email:**  [This will be used for communication with you during the recruitment process.] | | | | | | | | | |
| **Immigration, Asylum and Nationality Act 2006** | | | | | | | | | |
| **Prior to any appointment being made, you will be required to provide evidence (e.g passport) to satisfy us that the Asylum and Immigration Act 1996 is being complied with.** | | | | | | | | | |
| Do you require a work permit to work in the UK? If yes, please provide details: | | | | | | | | | Y / N |
| Details: | | | | | | | | | |
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| **Relationship to any Council member/employee** | | | | | | | | | |
| To your knowledge, are you related to any member or employee of the Council?  If yes, please provide details. | | | | | | | Y/N | | |
| **Present or most recent employment** | | | | | | | | | |
| Name of Employer:  Address of Employer:  Post Code: Tel: | | | | | | | | | |
| Job Title | | | | | | | | | |
| Dates Employed | | | | | | Period of notice required: | | | |
| Main responsibilities: | | | | | | | | | |
| **All Previous Employment**  *Please list in chronological order (most recent first)* | | | | | | | | | |
| Dates from and to | Name and address of employer | | | Job title and outline of main responsibilities | | | | Reason for leaving | |
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| **Education and Qualifications**  *Please give details of all educational qualifications obtained and those currently being pursued* | | | | | | |
| Name of School, College, University, etc. | Dates attended from and to. | | Subjects studied/qualifications worked towards | | Grades and year obtained | |
|  |  | |  | |  | |
| **Training**  *This includes trade/professional training, government training schemes, apprenticeships, short courses, and secondments.* | | | | | | |
| Course Title | | Organisation | | | Dates | |
|  | |  | | |  | |
| **Membership of Professional Organisations/Institutes** | | | | | | |
| Organisation/Institution | | | | Level of Membership | | Year of Award |
|  | | | |  | |  |
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| **Information in Support of your Application (please refer to the roles highlighted in the advert; to what extent do you meet the criteria for the role.)**  If further space is needed, please continue on a separate A4 sheet) |
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|  | | |  |
| **References** | | | |
| Referee 1 | Referee 2 | | |
| Name: | Name: | | |
| Job Title: | Job Title: | | |
| Name of Organisation: | Name of Organisation: | | |
| Address:  Post Code: | Address:  Post Code: | | |
| Tel No: | Tel No: | | |
| Email Address: | Email Address: | | |
| How long have you known this person and in what capacity? | How long have you known this person and in what capacity? | | |
| *Referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.* | | | |
| **Additional Information** | | | |
| Do you hole a current driving license? Y/N  If Yes, please state type of license held: | | Are you a car owner? Y/N  If NO, do you have access to a car? | |
| Do you have any current endorsements? Y/N  If YES, please specify: | | | |
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| **Declaration** |
| I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.  DATA PROTECTION:  If I accept employment with Barford and Wramplingham Parish Council, I consent to my personal information being held by them for the administration of my Contract of Employment. |
| Signed: Date:  Name:  *If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chair of the Council a signed copy to be yheld on the personnel file.*  ` |