# Threshfield Parish Council - Clerk and Responsible Financial Officer

Threshfield Parish Council requires a clerk and financial officer from February 2026. Thank you for your interest in this important position. The successful applicant will provide a full clerking service for the small, friendly parish council undertaking all statutory duties associated with the role.

Whoever fills the position will attend and minute meetings, undertake administrative duties and maintain budgetary control. Council meetings are held every 6 weeks usually on a Tuesday evening. The clerk and financial officer must have clerical and bookkeeping experience along with IT skills. They must also be organised, accurate and understand the importance of confidentiality. Financial support to complete the level 3 Certificate in Local Council Administration (CiLCA) could be available after 6 months of employment.

## Job Description

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To be responsible for all the financial records of the Council and the careful administration of these finances.
4. To prepare a financial risk management policy for the Council.
5. To prepare an annual budget in conjunction with the Council and manage the budget, reporting to the Council on a 6 weekly basis.
6. To ensure that the Council's obligations for risk assessment, health and safety, equal opportunities and GDPR are properly met.
7. To keep records of all minutes, register of interests, correspondence and general administration, including custody of all legal documents, deeds, insurance policies, and all other records.
8. To maintain the Council's allotment register and collection of rents.
9. To ensure an annual review of asset register, financial regulations and financial risk assessment and other protocols in line with national legislation.
10. To prepare and circulate agenda, reports and minutes of Council meetings.
11. To brief the Chairperson prior to Council meetings.
12. To receive, collate and distribute correspondence and relevant information as appropriate.
13. To give procedural advice to the Council meetings.
14. To prepare correspondence from the council as a result of a meeting of the Council.
15. To action and monitor decisions of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
16. To prepare and display public notices including those of the next meeting.
17. To maintain the Council's website.

18. To act as the representative of the Council as required.
19. Where required, to liaise with other organisations on the Council's behalf.
20. To engage with the local community on behalf of the Council.
21. To act fairly to all members of the Council and members of the public without prejudice.
22. To attend training courses or seminars on the work and role of the Clerk and Responsible Financial Officer as required by the Council.
23. To continue to acquire the necessary professional accreditation required to aid the efficient management of the affairs of the Council.

## Person Specification

| | *essential* | *desirable* |
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| **Education qualifications** | Good general education including literacy and numeracy | CiLCA or a recognised qualification in local government administration **or** a willingness to achieve this in 2 years. |
| **Work Experience** | Knowledge of bookkeeping; presenting accounts; budget setting and VAT.<br><br>Minuting meetings<br><br>Dealing with members of the public.<br><br>Working with external bodies | Responding to planning applications<br><br>Setting and managing a budget |
| **Skills** | Able to produce reports including financial<br><br>Produce accurate minutes and agenda<br><br>IT skills including preparation of spreadsheets<br><br>Able to prioritise | Understanding the legal framework and broader culture in which the Council operates<br><br>Understanding of how to access sources of funding eg writing grant applications |
| **Personal Qualities** | Adaptable<br><br>Able to maintain good relationships with Councillors, contractors and the general public.<br><br>Team player<br><br>Good communicator<br><br>Well-organised<br><br>Self motivated<br><br>Able to deal with matters on a confidential basis | |