

Temporary Vacancy – Holbeach Parish Council

Job Title: Temporary Acting Parish Clerk

Employer: Holbeach Parish Council

Location: Holbeach, Lincolnshire

Contract: Temporary (Acting), Full Time

Reporting to: Holbeach Parish Council

Salary: In accordance with NJC pay scales (pro rata, dependent on experience)

Purpose of the Role

The Temporary Acting Parish Clerk is responsible for supporting the effective administration and governance of Holbeach Parish Council. The Clerk will act as the Proper Officer to the Council, ensuring that Council business is conducted lawfully and efficiently.

This role does **not** include Responsible Financial Officer (RFO) responsibilities.

Key Responsibilities

- Act as Proper Officer to the Council in accordance with the Local Government Act 1972 and other relevant legislation.
- Prepare agendas in consultation with the Chairman and issue summons and supporting papers for Council and committee meetings.
- Attend Council meetings (including evening meetings), take accurate minutes, and ensure timely publication.
- Provide procedural and legal advice to Councillors to ensure lawful decision-making.
- Implement Council decisions and monitor progress of actions.
- Maintain and update Council policies, procedures, and statutory documents.
- Ensure compliance with statutory obligations, including:
 - Publication of agendas and minutes
 - Data protection (GDPR)
 - Freedom of Information requests
 - Code of Conduct procedures
- Act as the main point of contact for residents, external bodies, and partner organisations.
- Manage correspondence and maintain accurate Council records.
- Oversee Council staff (if applicable) in line with Council policies.
- Liaise with district and county councils, contractors, and community groups.
- Support ongoing projects and initiatives as directed by the Council.
- Ensure transparency and effective communication, including website updates where required.

Exclusions from Role

- The Clerk will not undertake Responsible Financial Officer (RFO) duties.
- The Clerk will not be responsible for budget management, accounts preparation, banking, payroll, or financial reporting.

Person Specification

Essential:

- Previous experience as a Parish Clerk or in local government administration.
- Sound knowledge of local government law and procedures.
- Strong organisational and administrative skills.
- Excellent written and verbal communication skills.
- Ability to provide clear, impartial advice to elected members.
- IT proficiency, including Microsoft Office.
- Ability to work independently and manage workload effectively.

Desirable:

- CiLCA qualification (or working towards).
- Experience working with committees and community stakeholders.
- Knowledge of parish council governance frameworks.

Working Hours

Hours to be agreed, including attendance at evening meetings.

Duration

This is a temporary acting appointment to cover a defined interim period.

Please apply outlining your experience and including your CV to the Chairman, Cllr Adrian Haslett - Adrian.Haslett@holbeachpc.com

Temporary Vacancy – Holbeach Parish Council

Job Title: **Temporary Acting Responsible Financial Officer (RFO) part time**

Location: Holbeach Parish Council

Reporting to: Full Council

Contract Type: Temporary / Acting Appointment

Hours: To Be Discussed

Rate of Pay: To be Discussed

Role Purpose

The Temporary Acting Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs in accordance with statutory requirements, the Council's Financial Regulations, and relevant governance guidance. The postholder will ensure accurate financial management, reporting, compliance, and transparency during the temporary appointment period.

Key Responsibilities

Financial Management

- Maintain and manage the Council's accounting records in accordance with proper practices.
- Prepare and monitor the annual budget in liaison with the Council.
- Produce regular financial reports for Full Council meetings.
- Manage income and expenditure, ensuring all transactions are properly authorised and recorded.
- Reconcile bank accounts regularly and report any discrepancies.
- Prepare and submit VAT returns and reclaim VAT as appropriate.
- Manage payroll (if applicable), including HMRC submissions and pension administration.
- Ensure proper administration of grants, loans, and other funding streams.

Statutory and Governance Duties

- Act in accordance with the Local Government Act 1972 and other relevant legislation.
- Ensure compliance with the Accounts and Audit Regulations.
- Prepare the Annual Governance and Accountability Return (AGAR) and supporting documentation.
- Liaise with internal and external auditors and respond to audit queries.
- Ensure appropriate financial risk management procedures are in place.

Payments and Procurement

- Process payments in accordance with Council resolutions and Financial Regulations.

- Prepare payment schedules for approval.
- Maintain the asset register.
- Ensure procurement processes follow Council policy and best practice.

Advisory Role

- Advise Councillors on financial implications of proposals and decisions.
- Support the Council in maintaining effective financial controls and procedures.
- Provide guidance on financial regulations and governance requirements.

Person Specification

Essential

- Experience in financial administration, bookkeeping, or accountancy.
- Knowledge of local government finance procedures (preferably at parish/town council level).
- Understanding of financial regulations and audit requirements.
- Strong attention to detail and accuracy.
- Ability to produce clear financial reports.
- Competent in accounting software and Microsoft Office (particularly Excel).
- Ability to work independently and maintain confidentiality.

Desirable

- Experience as an RFO or in a similar public sector finance role.
- Knowledge of AGAR preparation.
- Understanding of local government legislation.
- AAT qualification or equivalent financial qualification.

Additional Information

- The role may require attendance at evening Council meetings.
- The postholder will be required to work flexibly to meet statutory deadlines.
- This is a temporary acting position to ensure continuity of financial management.

Please apply outlining your experience and including your CV to the Chairman, Cllr Adrian Haslett - Adrian.Haslett@holbeachpc.com