

HOLBEACH PARISH COUNCIL

Job Description

Job Title: Temporary Acting Parish Clerk and Responsible Financial Officer (RFO)

Status: Temporary / Fixed-Term Appointment

Hours: Full-Time

Salary: To Be Discussed

Responsible to: Holbeach Parish Council as a corporate body

Reporting to: Full Council

1. Overall Purpose of the Role

The Parish Clerk is the Proper Officer of Holbeach Parish Council under Section 112 of the Local Government Act 1972 and the Responsible Financial Officer under Section 151 of the Local Government Act 1972.

The Clerk is responsible for ensuring that the instructions of the Council are carried out and that the Council functions in accordance with all statutory requirements and best practice guidance issued by NALC, SLCC and relevant authorities.

This temporary appointment is to ensure continuity of lawful administration and financial management of the Council.

2. Key Responsibilities

2.1 Governance and Statutory Duties

To act as Proper Officer of the Council and carry out statutory duties.

To ensure that the Council complies with all relevant legislation including, but not limited to:

Local Government Act 1972

Localism Act 2011

Public Bodies (Admission to Meetings) Act 1960

Freedom of Information Act 2000

Data Protection Act 2018 / UK GDPR

To prepare agendas in consultation with the Chair and issue summonses in accordance with legal requirements.

To attend meetings of the Council and its committees, record accurate minutes, and implement decisions.

To provide impartial and professional advice to Members on legal, procedural, and policy matters.

To ensure the Council's Standing Orders, Financial Regulations, and policies are maintained and reviewed.

2.2 Financial Management (Responsible Financial Officer)

To act as Responsible Financial Officer and manage the Council's financial affairs in accordance with proper practices.

To prepare annual budgets and monitor income and expenditure.

To maintain accurate accounting records and financial systems.
To process invoices, payments, and payroll in accordance with Financial Regulations.
To prepare financial reports for Council meetings.
To manage the annual precept process.
To prepare the Annual Governance and Accountability Return (AGAR) and liaise with internal and external auditors.
To ensure compliance with audit, transparency, and accountability requirements.

2.3 Administration and Operational Management

To manage all correspondence and act as the Council's principal point of contact.
To implement Council decisions and oversee contracts, services, and assets.
To liaise with South Holland District Council, Lincolnshire County Council, partner organisations, contractors, and the public.
To support project development, grant applications, and community initiatives as directed by the Council.
To maintain statutory registers, records, and archives.
To ensure appropriate insurance cover is maintained.

3. Person Specification

Essential Criteria

Experience in administration and governance.
Sound knowledge of financial management and budgeting.
Ability to interpret legislation and provide procedural advice.
Excellent written and verbal communication skills.
Strong organisational skills and ability to work independently.
Competent in Microsoft Office and financial/accounting software.

Desirable Criteria

Previous experience as a Parish Clerk or Deputy Clerk.
Knowledge of parish and town council law and procedures.
CiLCA qualification or working towards CiLCA.
Experience preparing AGAR and managing audits.

4. Conditions of Service

The postholder will be expected to attend evening meetings.
The appointment is temporary and subject to review upon recruitment of a permanent Clerk.
The Clerk is employed by the Council as a corporate body.
Terms and conditions will be in accordance with the National Joint Council (NJC) for Local Government Services, as adopted by the Council.

Please apply, including CV, to the Chairman, Cllr Adrian Haslett -
Email: Adrian.Haslett@holbeachpc.com