**Job Title: Parish Clerk & Responsible Finance Officer**

**Location:** Pebworth
**Salary:** Dependent on Experience
**Hours:** 11 hours per week
**Reports to:** Parish Council

**Job Overview**

The Parish Clerk is the Proper Officer of the Council and plays a vital role in ensuring that the council operates legally, effectively, and efficiently. This is a key administrative position responsible for managing council meetings, maintaining records, providing procedural guidance, and supporting elected councillors in fulfilling their responsibilities. This role also includes overseeing the management and administration of the parish burial ground, ensuring compliance with legal, financial, and pastoral responsibilities.

**Key Responsibilities**

* **Council Administration:**
	+ Prepare agendas and supporting documents for parish council meetings.
	+ Attend all council meetings and record accurate minutes.
	+ Ensure decisions are properly recorded and implemented.
	+ Manage the Council’s correspondence and official records
* **Financial Management (as RFO):**
	+ Prepare and manage the annual budget and precept.
	+ Maintain accurate financial records and process payments and receipts.
	+ Prepare financial reports and accounts for audit.
	+ Ensure compliance with financial regulations and internal controls.
* **Burial Ground Administration:**
	+ Maintain burial ground records, including plot registers, exclusive rights of burial, and interment records.
	+ Liaise with funeral directors, stonemasons, and families regarding burials and memorials.
	+ Ensure all burials comply with legal requirements and Council policies.
	+ Manage the layout and allocation of burial plots.
	+ Maintain and update the burial ground regulations and fees.
	+ Oversee the maintenance, safety, and appearance of the burial ground.
	+ Organise memorial inspections and ensure remedial works are carried out as necessary.
* **Communication and Community Engagement:**
	+ Serve as the Council’s main point of contact with the public.
	+ Maintain the Council’s website and noticeboards.
	+ Produce newsletters, social media updates, or press releases as needed.
	+ Engage with local residents, groups, and external stakeholders.
* **Legal and Regulatory Compliance:**
	+ Keep up to date with changes in legislation affecting parish councils and burial authorities.
	+ Ensure compliance with cemetery law, health & safety, and safeguarding standards.
* **Records & Documentation:**
	+ Maintain and safeguard all parish records, correspondence, and legal documents.
	+ Oversee data protection compliance and freedom of information requests.
* **Project and Asset Management:**
	+ Manage parish assets and oversee contracts and maintenance of parish facilities.
	+ Support delivery of parish projects and initiatives.

**Person Specification**

**Essential:**

* + Strong administrative, organisational and financial experience
	+ Excellent written and verbal communication
	+ Strong IT skills in Microsoft Office (Word, Excel, Outlook)
	+ Ability to work independently and manage time effectively
	+ Commitment to confidentiality and professionalism

**Desirable:**

* + Experience in a similar role
	+ Knowledge of local government procedures and legislation and burial ground regulations or willingness to undertake training.
	+ CiLCA (Certificate in Local Council Administration) qualified or willing to achieve it within 24 months
	+ Experience in EDGE IT Finance Package

**Additional Information**

* + The Clerk is expected to work from home and attend evening meetings.
	+ Some flexibility in hours may be required to meet the needs of the council.