

## **Job vacancy: Clerk, Kirkwhelpington Parish Council**

**Hours:** 3 hours per week or as agreed

Applications are invited for the position as Clerk to Kirkwhelpington Parish Council which includes the role of Responsible Financial Officer. The chosen candidate would work from home and would be responsible for managing the council's day-to-day business, providing independent and objective advice, implementing council decisions, preparing meeting agendas and minutes, ensuring compliance with statutory requirements and overseeing budgets and assets

Applicants should be highly literate and numerate, have strong IT and interpersonal skills, and possess or be prepared to study for

- *Introduction to Local Council Administration*
- *Financial Introduction to Local Council Administration.*
- *Certificate in Local Council Administration (CiLCA).*

Please also see the job description below.

**Salary:** NJC salary scale LC1 points 13 (£28,163 pro rata) as evaluated within the salary scales of the National Association of Local Councils

Applications should be made in writing with a covering letter and CV to the Chair of the Council by email to [anneelizabethpalmer@outlook.com](mailto:anneelizabethpalmer@outlook.com)

If you would like to discuss informally please email the Chair using the details above.

The closing date for applications is **14 August 2025**

### **Job Description**

The Clerk is the Chief Officer of the Council, and is responsible for advising and supporting the Council and its members, carrying out the business of the Council between meetings, and promoting the Council's engagement with the wider community and with other bodies. The Clerk is the first point of contact for members of the public wanting to engage with the Parish council and the conduit for information matters to and from NALC, NCC and other organisations.

#### **Specific Duties include:**

- Administering meetings of the council and any committees.
- As the Responsible Financial Officer, administering the council's finances, including bookkeeping, financial management and related matters.
  - Ensuring the council meets its statutory and other legal requirements.
- Managing the council's property.
- Being the main contact for members of the public wishing to engage with Council and for Northumberland County Council, NALC and other organisations.

- Maintaining the council's website.
- Assisting with and promoting the council's engagement with the wider community and with a wide range of other bodies and authorities.
- Implementing the council's decisions, and taking any decisions when delegated to do so.
- Researching problems and opportunities relevant to the local area.
- Representing the council's interests, for example at partnership meetings and conferences, if required.
- Receiving and participating in training, as appropriate.
- To act as representative of the Parish Council as required.

## Personal Specification

|                                   | Essential  | Desirable  |
|-----------------------------------|--|--|
| 1. Educational qualifications     | Good general education: 5 GCSEs or equivalent including Maths and English<br>Educated to degree or HND level   | A recognised qualification in local government administration  |
| 2. Work Experience                | Experience of organising meeting, preparing agendas, taking minutes and preparation of reports/documents.<br><br>Experience of dealing with the public   | Experience of working in a financial setting, including preparation and monitoring of budgets and preparation of basic accounts.<br><br>Previous local government experience<br><br>Previous experience of updating and maintaining a website  |
| 3. Skills/ knowledge and aptitude | IT skills (Microsoft Office) – typing and spreadsheet skills<br><br>Ability to minute meetings.<br><br>Good communication skills, both verbal and written and ability to maintain good relationships with Councillors, contractors and the public.<br><br>Ability to meet deadlines, manage own workload and time, establish priorities and report progress and results.<br><br>Ability to protect confidentiality and take an objective and professional approach | Able to produce reports on financial and other matters<br><br>Presentational skills.<br><br>Ability to undertake research by accessing and sourcing information from the internet and other resources.<br><br>Ability to solve problems.<br><br>Project management<br><br>Good analytical skills<br><br>A basic knowledge and understanding of the General Data Protection Regulations.<br><br>Experience of Local |

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|               |   | <p>Government.</p> <p>An understanding of the local government context, the position of a Parish Council within that and legal framework in which a Parish Council operates</p> |
| 4. Motivation | Self-reliant and self-motivated Flexible and adaptable                  | Committed to continuous professional development  |
| 5. Other      | Able to attend evening meetings and demonstrate flexibility as required | Possesses a relevant driving licence and has access to/use of a vehicle.  |