

Toft Newton Parish Council

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Website: <https://toft-newton.parish.lincolnshire.gov.uk>

Parish Council Clerk / Responsible Financial Officer / Proper Officer

Contract:	Permanent upon satisfactory completion of a six-month probationary period.
Hours:	156 hours per year (equivalent to 3 hours per week), to be used flexibly to suit the post holder and the needs of the Council. Unqualified rate: NJC scp 9 – 11 2025-26 rates: £14.13 p/h to £14.59 p/h (pay award pending).
Salary:	Qualified rate: NJC scp 14 – 17 2025-26 rates: £15.31 p/h to £16.08 p/h (pay award pending). Increases are awarded annually until the post holder reaches the top of the scale.
Reporting to:	Toft Newton Parish Council

Main Purpose of Role

The Parish Council Clerk holds the statutory role of Proper Officer of the Council and as such is duty bound to carry out all the functions, and in particular to serve or issue all of the notifications required by law of a local authority's Proper Officer.

The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities; and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk will be accountable to the Full Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer (RFO), responsible for all financial records of the Council and the careful administration of its finances.

Main Duties and Responsibilities

The Parish Council Clerk shall:

- Ensure that statutory and other provisions governing or affecting the running of the Council are observed, and that the Council conducts its business lawfully.
- Monitor and balance the Council's accounts and prepare records for audit purposes and claim all grants and VAT as the Responsible Financial Officer.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- Ensure that the Council's obligations under GDPR are properly met.

- Prepare, in consultation with Council members, agendas for meetings of the Full Council and the Personnel Committee. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer or Councillor.
- Attend all meetings of the Council (held on first Tuesday of every other month) and all meetings of the Council's committees and sub-committees, other than where such duties have been delegated to another Officer or Councillor.
- Administer all of the Council's paperwork and keep asset and property registers and other legal documents.
- Receive correspondence and documents on behalf of the Council and deal with the correspondence or documents or bring such items to the attention of the Council.
- Issue correspondence as a result of instructions of, or the known policy of, the Council.
- Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
- Issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- Study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- Draw up both on their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- Undertake all necessary activities in connection with the management of staff and volunteers, payment of salaries and expenses and ensure that terms and conditions of employment for staff remain compliant with current legislation.
- Monitor the implemented policies and decisions of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- Act as both the first point of contact for, and the representative of, the Council as required.
- Issue notices and prepare agendas and minutes for the Parish Meeting and ensure the public are aware of the date, time and location of the said meetings. Attend the assemblies of the Parish Meeting and implement the decisions made at the assemblies that are agreed by the Council.
- Prepare, in consultation with the Chair of the Council, press releases, social media posts and / or newsletters about the activities of, or decisions of, the Council.
- Attend training courses or seminars on the work and role of the Clerk as required by the Council.
- Work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

- Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.

Special Conditions of the Post

- Undertake the duties of the Parish Council Clerk role on a flexible basis, which will include some evening meetings, and may at times include weekend or Bank Holiday working.
- To undertake any other duties required by the Parish Council, which are applicable to the grading and the nature of the post, and which do not change the general character of the duties, or the level of the responsibility entailed.
- To be available, subject to operational requirements, to undertake any relevant training courses or qualifications as required.
- To take reasonable care for the health and safety of themselves and anyone else who may be affected by their work.

Contacts

During the performance of their duties the post-holder may come into contact with:

- Councillors, other Council employees and volunteers.
- Councillors, and Officers from other local Councils, the Greater Lincolnshire Combined County Authority / Mayor's Office, Members of Parliament or other elected representatives.
- Professional organisations, such as Lincolnshire Association of Local Councils (LALC), National Association of Councils (NALC), the Society of Local Council Clerks (SLCC), training providers and other sector specific practitioners.
- Members of the public, users of Toft Newton Village Hall, Newtoft Social Club, the park and hirers of the football pitch, not limited to, but including Newtoft United team members and spectators.
- Contractors and suppliers, RoSPA PlaySafe, Local Authority officers or other regulatory professionals.

Person Specification

The Parish Council Clerk / Responsible Financial Officer / Proper Officer will require the following qualities, skills and qualifications:

	Essential	Desirable
Good standard of general education – ideally with a minimum of grade C / 4 in GCSE (or equivalent) English and Maths	✓	
Demonstrable experience of administration	✓	
Experience of financial management procedures and controls	✓	
Previous experience of working within a local council or other public sector organisation		✓
Customer service and problem-solving skills	✓	

Flexible, reliable and punctual	✓	
Knowledge of the Parish; understanding of the current projects and challenges		✓
Experience of managing community-led projects		✓
Have good organisational skills	✓	
Self-motivated, committed and enthusiastic about providing high quality services to the local community	✓	
Excellent communication skills, including verbal, written and listening skills	✓	
The ability to speak confidently on a range of subject matters in a public forum	✓	
Excellent time management skills and the ability to prioritise work	✓	
Able to multi-task, manage numerous and changing priorities	✓	
Strong interpersonal and team-working skills	✓	
High level of discretion and judgement, able to use tact and diplomacy as relevant	✓	
Ability to work under your own initiative without supervision	✓	
Able to contribute to the on-going development of the Council		✓
Ability to generate ideas and consider wider strategic issues		✓
Ability to communicate effectively and develop good relationships with staff, Councillors, partner organisations and members of our community	✓	
ICT proficiency, including accurate keyboard skills	✓	
Basic understanding of websites		✓
Experience of using social media to engage with the wider community		✓
Ability to prepare accurate agendas, minutes, reports and other documentation	✓	
Experience in a relevant role which involved representing an organisation at meetings, and in working in partnership and developing strong relationships with other organisations	✓	
An ability to negotiate as and when necessary	✓	
Knowledge of legislation, local and national policies and priorities and able to advise Councillors on a range of political issues		✓
Knowledge of policies and procedures, that will ensure the Council meet all legal requirements, especially in relation to audit, insurance and risk management		✓
Awareness of Health and Safety with the workplace		✓
Awareness of issues involved in local government or civil society		✓
Able to work from home and to store some files	✓	
Full driving licence and access to a car or other mode of transport	✓	
Prepared to attend training, conferences and meetings on behalf of the Council	✓	
Experience of organising public meetings, taking and publishing minutes		✓
Certificate in Local Council Administration (CiLCA)		✓
Health and Safety training		✓
Manual Handling training		✓
Routine Inspection of Children's Playground training		✓

Approved by the Personnel Committee on:

2nd July 2026

First review due:

September 2029

Then review:

Every three years

