

# Job Description and Person Specification: Parish Clerk – Stinsford Parish Council

**Job Title:** Parish Clerk

**Hours:** 20 hours per month

**Responsible to:** Stinsford Parish Council

**Salary:** NJC pay scale LC1 'above substantive benchmark' range SCPs 13 – 17 (between £15.06 - £16.08 per hour in 2025/26), depending on qualifications and experience

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## Role Purpose

The Parish Clerk is the Proper Officer of the Council and its Responsible Financial Officer. The Clerk is responsible for ensuring the smooth and lawful running of the Parish Council's business, providing administrative support, actioning decisions, and advising the Council on statutory duties and best practice.

This role is central to the effective operation of the parish and requires professionalism, accuracy, and strong organisational skills.

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## Key Duties and Responsibilities

### 1. Council Administration

- Prepare agendas for Parish Council meetings.
- Publish required notices, agendas, and minutes in accordance with statutory deadlines.
- Attend Council meetings, take minutes, and record decisions accurately.
- Manage correspondence on behalf of the Council and ensure that councillors are kept informed.

### 2. Financial Management

- Act as the Responsible Financial Officer (RFO).
- Maintain accurate financial records, including receipts, payments, and bank reconciliations.
- Prepare annual budgets, financial statements, and end-of-year accounts for audit.
- Ensure compliance with financial regulations and internal controls.

### 3. Governance and Legal Compliance

- Ensure the Council acts within its legal powers and duties.

- Maintain statutory registers and documentation.
- Advise councillors on governance, policies, procedures, and legislative changes.
- Manage Freedom of Information (FOI) and Data Protection (GDPR) obligations.

#### 4. Communication and Community Engagement

- Act as the primary point of contact for parishioners, Dorset Council, and other partners.
- Manage parish communications including emails, notices, website updates, and social media (if applicable).
- Promote public awareness of Council decisions, meetings, and local issues.

#### 5. Asset Management

- Manage all resources and assets (both physical and digital) effectively in line with national guidance.
- Oversee the maintenance of parish assets (e.g. play area, noticeboards).
- Liaise with contractors, suppliers, and partner organisations as required.

#### 6. Other Duties

- Maintain parish records and archives.
- Attend training and development courses relevant to the role (e.g., CiLCA).
- Undertake any other reasonable duties requested by the Council.

### Working Arrangements

The Parish Clerk will work from their home address, with attendance required at regular Council meetings and occasional site visits within the parish. The role includes flexible working hours and requires self-motivation and the ability to plan work around Council deadlines.

### Person Specification

Criteria	Essential	Desirable
Education & Qualifications	Good general education (GCSE level or equivalent).	CiLCA qualification or willingness to work towards it; Training in local government administration.

Experience	Administrative experience, including organising meetings and maintaining accurate records; Experience handling correspondence and working to deadlines.	Experience in local government or parish council; Financial admin including budgeting or bookkeeping; Managing websites/social media.
Knowledge	Understanding of office procedures and IT systems; Awareness of confidentiality and data protection.	Knowledge of parish council legislation; Understanding of GDPR/FOI; Knowledge of financial regulations and audit.
Skills & Abilities	Strong communication skills; Ability to prepare agendas, reports, minutes; Good organisational and time-management skills; Ability to work independently; Ability to work with councillors and residents.	Project/contractor management; Website updating or IT troubleshooting skills.
Personal Qualities	Integrity, reliability, discretion; Attention to detail; Self-motivated and able to prioritise.	Commitment to ongoing development; Interest in community issues.
Other Requirements	Ability to work from home and attend evening meetings; Willingness to occasionally work outside normal hours.	Access to transport for site visits.