

[Hutton le Hole Parish Council](#)

Vacancy for Clerk and Responsible Financial Officer (Part Time) from June 2025.

Hutton le Hole Parish Council seeks a motivated and organised person, preferably with prior experience, to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time. (*Approx 20-25 hours per month on average*)

Working mainly from home the hours of work are flexible apart from attendance at evening meetings.

At present Council meetings are held at 7.30pm on the second Tuesday of the month in the Village Hall - 8 per annum.

Salary will be paid in accordance with the National Joint Council recommendations up to SCP 19 dependent on qualifications and experience. The Council will agree reasonable expenses in line with its Policy.

Must be IT literate and able to manage the Council's website, to comply with Smaller Authorities Transparency Code.

Laptop and printer supplied. Must be able to store current Council material at home address in secure conditions. The Council has an archive facility for non current material - all documents are filed annually for May to April.

Responsibilities to include: advising the Council on all statutory requirements and ensuring they are observed; managing, and preparing for audit, the Council's accounts; preparing, in consultation with the Chair, the agenda; receiving correspondence/documents on behalf of the Council and reporting such to the Council.

Please find this role's job description here:

<https://huttonlehole.org.uk/vacancies/>

Please apply with CV and covering letter to Hutton le Hole Parish Council.

E-mail: clerk@huttonlehole.org.uk

Closing date for receipt of applications:

11th May 2025

Interview date to be scheduled: week commencing 19th May 2025

JOB DESCRIPTION – CLERK TO THE COUNCIL

Overall Responsibilities

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

The Clerk will be totally 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 person appointed will be accountable to the 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 and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

- 1.** To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 2.** To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- 3.** To ensure that the Council's obligations for Risk Assessment are properly met.
- 4.** To prepare, in consultation with the Chair the agenda for meetings of the Council and attend such meetings and prepare minutes for approval. To manage the Council's website to comply with Smaller Authorities Transparency Code.
- 5.** To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
- 6.** To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- 7.** To study reports and other data on activities of the Council and on matters bearing on those activities and bring these to the attention of the Council for discussion.
- 8.** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 9.** To act as the representative of the Council as required.
- 10.** To attend training courses on the work and role of the Clerk as required by the Council.