

FRECKLETON PARISH COUNCIL

POSITION OF CLERK & FINANCE OFFICER

Location

Freckleton, in Lancashire. Known as the Village of Music & Flowers.

Salary

£28,598 - £30,518 (SCP 12 - 16) (pro-rata)

If Qualified to Certificate in Local Council Administration (CiLCA) or equivalent
£32,597 - £35,412 (SCP20 – SCP24) (pro-rata)

The Parish Councillors are Trustees of four local Charities

The Parish clerk and responsible finance officer will be the proper officer of Freckleton Parish Council, and under a statutory duty to carry out all of the functions of the council, including the serving and issuing of legal notices. The post-holder will be responsible for ensuring that the instructions of the council in its function as a local authority are carried out.

The post-holder will ensure that the administration and management of the council's affairs are carried out effectively and in accordance with statutory and other provisions.

The Parish clerk and responsible finance officer is responsible for policy provision and legal advice to the council, for the efficient financial management of the council, and for providing administration and management of the council's activities, forward planning, and projects. The council has an annual budget, with reserves, and is subject to local government accounting procedures. The Parish clerk has overall responsibility for the day-to-day management of operations (see job description below), as well as working in close liaison with Parish councillors and supporting their work with residents.

The Parish Clerk should have good communication skills.

The role is for 22 hours per week, Monday to Friday, but weekend and evening working will become a requirement when there are events. The salary is pro-rata.

Applications

Applications should be submitted to the Clerk to Freckleton Parish Council either by Email clerk@freckletonparishcouncil.org.uk or

Post to 3, Lythall Ave, Lytham, FY* 4HF

Applications should be submitted by: 12th September 2025

JOB DESCRIPTION FOR POST OF CLERK TO THE PARISH COUNCIL

The Parish council consists of 12 members and has 2 Contractors to cover all the Open Spaces workload

Meetings

The Full Council meets at least 11 times per year-normally the first Monday in each month (except August) and has additional committee meetings

Preparation and circulation of the agendas for all public meetings including the annual assembly held in April and the Annual Parish Council held in May each year

Ensuring statutory provisions are met.

Compilation of minutes of all meetings.

Advisor to the council.

To deal with all correspondence.

Finance

Payment of accounts as authorised.

Maintenance and preparation of accounts for audit purposes.

Monthly balancing of accounts.

Preparation of monthly budget statements.

Preparation of estimates for approval for none Budget items

Preparation of Annual returns for the 4 Trusts run by the Council.

Liaison with investment advisors for the Robert Rawstorne Trust fund.

Collection of rents from allotment holders and from users of the all-weather surface/Playzone

Vat- completion of quarterly returns.

Preparation of the Annual risk management assessment

Preparation of the Annual Assets register.

Payment of wages and responsibility for deduction of tax and national insurance

Preparation of annual returns for the Inland Revenue.

Contractors

The Clerk is responsible for instructing Contractors.

The Contractor work mainly unsupervised but the clerk needs to check that the requirements of their contracts are fulfilled and Health and Safety issues are adhered to.

Organisation of:

Remembrance Sunday

Tree lighting & Carol Service

Council Properties

Liaise with the Organisations that use the Council Properties and land.

Qualifications

It is expected that the new Clerk will study to obtain the Certificate in Local Council Administration (CiLCA), if not already held.

Any other reasonable requests made by the Council.