**Advertise your opportunity with us**

If you would like to advertise an employment or voluntary opportunity on our website, please provide us with the following information and email it to admin@hampshirealc.org.uk.

The information that you provide will be copied and pasted into our website form therefore please write it as you wish the prospective applicants to see it presented.

This service is free as a benefit of membership, for non-members it is £40 (+VAT) per advertisement.

**Your organisation’s name**

**Stockbridge Parish Council**

**Title of the role**

Parish Clerk & RFO

**Is it an employed or voluntary role?**

Employed [x]

Voluntary [ ]

**Is this a permanent or fixed term role?**

Permanent [x]

Fixed term [ ]

If fixed term, what is the likely duration?

Click or tap here to enter text.

**Where is this role based?**

Office [ ]

Home [x]

Both [ ]

Are there any additional relevant details about location?

Stockbridge, in the heart of the Test Valley, is famous as a centre for fly

fishing on the River Test and a tourist destination. Officially a town on the

A30, Stockbridge has some 300 residences with currently 511 persons on the

electoral roll.

There is a thriving high street with numerous diverse shops, cafes and coffee

houses, pubs and restaurants, the Grosvenor Hotel, doctors surgery, fire and

police station. There is a recreation ground with children’s play area whilst

Stockbridge Primary and Pre-school is at capacity.

The Parish Council owns and manages various parcels of land including

Stockbridge Cemetery.

The Parish Council comprises ten councillors (at present there are two

vacancies) meeting monthly eleven times a year. The council precept is

approximately £23,000 per annum.

Whilst he role is primarily based from home, the clerk will be required to attend SPC meetings at Stockbridge Town Hall and other occasional meetings principally in Stockbridge

**What is the salary?** £15 per hour

**Guidance**

For employed roles please state either an annual salary or hourly rate.

If annual salary, please state if this is the actual salary or full time equivalent (FTE).

You can give a salary range but please express as monetary figure rather than in ‘Local Government Scale Points’, as not everyone who would like to apply will be familiar with these.

Need to detail Salary Scale ….

**What are the hours?** *40* hours per Month

**Guidance**

Are these weekly or monthly?

Can these be worked flexibly or are they fixed or both?

Will evening/weekend working be required? If so, give details.

**Hours**

* Contracted for **40 hours per Month**  with flexibility around meeting attendance.
* Additional hours (if any) can be compensated with **TOIL** or **overtime**, subject to approval.

**Can you give prospective applicants a summary about your council and how the role fits in?**

Stockbridge Parish Council is comprised of 10 councillors meeting monthly at the Town Hall. The successful candidate will support the council in drafting meeting agendas, minuting the meetings, dealing with correspondence regarding council matters, providing councillors with legal and procedural advice, liaising with HCC and TVBC as necessary

**What will the specific duties of the role be?**

* **1. Administrative Management**
* Prepare agendas and minutes for Council meetings.
* Ensure lawful and efficient administration of Council business.
* Maintain accurate and up-to-date records, including council correspondence and policy documents.
* Handle correspondence, distribute relevant documents, and respond to inquiries from residents, suppliers, and councillors.
* Acting as Lengthsman coordinator for the Stockbridge cluster, liaising and local parish councils, assigning work to the lengthsman managing budget and approving payments

**2. Statutory and Legal Compliance**

* Ensure compliance with Local Government law, including the Local Government Act, Transparency Code, Employment Rights Act 1996, GDPR.
* Fulfil the duties of a Proper Officer, responsible for issuing public notices, maintaining the electoral roll, and ensuring legal processes are followed.
* Liaise with external authorities (e.g., Test Valley Borough Council, auditors, HMRC).

**3. Financial Management (RFO Duties)**

* Prepare the budget, monitor income and expenditure, and produce financial reports.
* Maintain accounts using appropriate software or manual systems.
* Manage payroll, VAT returns, bank reconciliations, and end-of-year returns.
* Submit the Annual Governance and Accountability Return (AGAR).
* Advise the Council on financial implications of decisions.

**4. Meeting Support**

* Attend regular and extraordinary meetings, usually held at Stockbridge Town Hall or other designated venues.
* Record accurate and timely minutes, resolutions, and follow-ups.
* Provide procedural and legal advice to the Council before and during meetings.

**5. Community Engagement**

* Act as the first point of contact for residents.
* Facilitate communication between the Council and the community.
* Oversee management of the Parish Council website and other communications tools.

**What essential/desirable skills/knowledge and qualifications will the ideal candidate have?**

**1. Local Government and Legal Framework**

* Understanding of the Local Government Act, Localism Act, and other relevant legislation.
* Familiarity with Standing Orders, Financial Regulations, and the Code of Conduct for local councils.
* Knowledge of the National Planning Policy Framework (NPPF) and its implications for parish decision-making.
* Ability to apply the Transparency Code, Data Protection (GDPR), and Freedom of Information Act provisions.

**2. Financial Management**

* Expertise in budget setting, monitoring, and reporting.
* Preparing and managing accounts, bank reconciliations, and year-end statements.
* Handling VAT returns and submissions to HMRC.
* Knowledge of the Annual Governance and Accountability Return (AGAR) process.
* Use of accounting software (e.g. Scribe, RBS Rialtas, Excel).

**3. Meeting Management and Governance**

* Preparing agendas, reports, and minutes in accordance with legal requirements.
* Managing public notice requirements and timelines.
* Advising the council on procedural matters and standing orders during meetings.
* Coordinating and recording public consultations and Regulation 18 processes (for Local Plans).

**4. Community Engagement and Communication**

* Acting as the public face of the Council, liaising with residents, businesses, and authorities.
* Communicating decisions, policies, and notices clearly and transparently.
* Maintaining and updating the Parish Council website and public noticeboards.

**5. Project and Time Management**

* Ability to manage multiple priorities such as meetings, projects, and correspondence.
* Delivering to tight deadlines, especially for statutory requirements and public consultations.
* Coordination of community events or initiatives (e.g., Neighbourhood Plans, Trout ‘n’ About, etc.).

**Essential Skills**

**1. Administrative and IT Proficiency**

* Proficient in Microsoft Office (Word, Excel, Outlook).
* Competent in document management and formatting.
* Confident in using digital meeting platforms (e.g. Zoom, Teams).

**2. Written and Verbal Communication**

* Strong report-writing and minute-taking skills.
* Ability to write clear policies, newsletters, and website updates.
* Professional interaction with councillors, stakeholders, and the public.

**3. Numeracy and Analytical Thinking**

* Accurate budget handling and financial analysis.
* Ability to interpret financial data and present it clearly.

**4. Discretion and Confidentiality**

* High level of personal integrity.
* Responsible for managing sensitive financial and personal information securely.

**5. Self-Motivation and Independence**

* Able to work alone with minimal supervision.
* Problem-solving mindset with the initiative to research and advise councillors effectively.

**Desirable Qualifications**

* Certificate in Local Council Administration (CiLCA) – often essential for permanent roles.
* Relevant qualifications in finance, public administration, or community engagement.
* Membership of SLCC (Society of Local Council Clerks) or access to similar professional development resources.

**What will you offer the ideal candidate in return?**

**Guidance**

Can you give prospective candidates some idea of what the benefits are of the role - these may have a monetary value or not, such as experience or flexibility.

**1. Flexible Working Hours**

* The Clerk is contracted for 40 hours per month but has the flexibility to distribute those hours around meeting schedules and workload.
* Hours can be worked flexibly, especially where meetings fall outside standard hours (e.g. evenings).
* Additional hours (for example, during periods of heavier workload) may be taken as TOIL (Time Off In Lieu) or paid at an overtime rate, subject to council approval .

**2. Home Working Support**

* The Clerk is permitted to work from home as the usual place of work, which allows for significant autonomy and work-life balance.
* An annual homeworking allowance (e.g. £150/year) is provided to cover electricity, heating, lighting, and other home office costs.

**3. Expenses and Equipment**

* Mileage expenses are reimbursed for travel undertaken for council business (excluding standard monthly meetings).
* Other costs—such as consumables, equipment, and professional subscriptions—are reimbursable with prior approval.
* The Clerk is also entitled to have equipment purchased on their behalf (e.g., laptop, printer, stationery) where it is necessary for the role.

**4. Training and Development**

* The Council will fully fund training, development courses, and qualifications (e.g., CiLCA).
* Paid time off for study or exams may be granted if the Council deems it necessary.
* The Council supports continued professional development, including subscriptions to SLCC and attendance at clerk networking events.

**5. Leave and Wellbeing**

* The Clerk is entitled to 50 hours of annual leave (equating to 5 weeks) rising to 60 hours (6 weeks) after 5 years of service.
* Additional statutory days are provided on top of standard bank holidays.
* Sick pay, maternity/paternity leave, and compassionate leave are also available according to length of service.

**6. Job Security and Fairness**

* A performance review and salary review to take place annually to ensure fair treatment.
* Clerks are indemnified against any authorised actions carried out in the line of duty.
* Clear procedures exist for grievance, disciplinary, and mediation processes, all aimed at ensuring fairness and resolution in disputes.

**How to find out more details:**

Please also contact us on the below email if you have any questions or want to know more about the role before applying.

**When is the closing date for applications?**

**10th October 2025**

**How do applicants apply?**

Applicants should provide a CV and Covering Letter setting out their relevant skills and experience to the Council Chair derek@stockbridgeparishcouncil.org.uk