Version 01

MILLAND PARISH COUNCIL

**APPOINTMENT**

**OF**

**PARISH CLERK &**

**RESPONSIBLE FINANCE OFFICER**

**APPLICATION PACK**

**August 2025**

**MILLAND PARISH COUNCIL**

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**1. ABOUT MILLAND PARISH**

The rural parish of Milland is a vibrant community of nearly 700 electors and some 350 properties occupying 9 square miles of beautiful countryside in the north-west corner of West Sussex, within the West Weald area of the South Downs National Park. The village of Milland sits in the centre of the parish, surrounded by a number of small, scattered communities.

The parish has a successful community-run shop, a thriving primary school, a very popular pub, two churches, a garage, two village halls, equestrian and other businesses. There is a strong community spirit and the Council is active in supporting a wide range of community events and activities.

There are 9 parish councillors and Council meetings are held bi-monthly, in the evening of the second Wednesday of the month, with an additional Annual Parish Meeting. Councillors are also Trustees of the village Recreation Ground and separate meetings are held directly after parish council meetings. The Council precept is currently £35,000 per annum.

The Parish has an extant Neighbourhood Development Plan.

We have a thriving parish magazine, the Milland Valley News, a copy of which is attached.

**2. JOB ADVERTISEMENT**

**Milland Parish Council is recruiting a Parish Clerk / Responsible Finance Officer due to the retirement of the present incumbent.**

The Council is looking for a well-organised, enthusiastic individual with excellent people skills, a flexible approach and the energy to initiate projects and see them through to conclusion. The successful candidate will be IT-literate, financially aware and willing to undertake appropriate training in order to provide the best possible support to the Council and our parishioners.

**Hours:** 10 hours per week, to include some evening and week-end commitments, as agreed with the Chairman. To include 4 weeks paid holiday per annum (previous local government service may be taken into account).

**Salary:**  Between £19-£22 per hour based experience and qualifications. The salary will be reviewed at the end of a six month probationary period. There will be a contributory pension scheme.

**Place of work:** It is anticipated that the successful candidate will work from home, for which an allowance will be payable, however; it is expected that the Clerk will spend a significant amount of their time in the Parish, as agreed with the Chairman. Attendance at meetings and site visits is also necessary, for which own transport will be required. A mileage allowance is payable for such travel.

**Training:** The successful candidate will be expected to undertake such training as is agreed with the Chairman in order to achieve the status of Qualified Clerk. Such training, to include – if not already held, the Certificate in Local Government Administration. Financial support will be available for relevant training.

**Further information:** Please contact the Clerk by letter/email at the address below if you wish to know more about the position and to request an application pack.

**CLOSING DATE FOR APPLICATIONS:**

**6.00pm on Monday 15th September 2025**

**Completed applications should be marked “Private & Confidential” and addressed to:**

**The Chair, Milland Parish Council,**

**The Dower House, Milland, Liphook, Hants GU30 7JN**

**Or emailed to:louise@myles.tv**

**3. JOB DESCRIPTION**

The Clerk, as an EMPLOYEE OF Milland Parish Council, is the Proper Officer and Responsible Finance Officer to Milland Parish Council.

**GENERAL DUTIES**

1. As Proper Officer, to ensure that all statutory and other provisions governing or affecting the Council in its role as a Parish Council and as Trustees of the Milland Recreation Ground are properly observed, with special emphasis on ensuring that changes to statutory provisions and regulations are identified and brought to the attention of Councillors.

2. To act as the representative of the Council, engaging closely and confidently with the local community, neighbouring parishes, District, County and National Park Authorities and other organisations.

3. To receive, file and respond to correspondence in all its forms on behalf of the Council, having consulted with Councillors as appropriate.

4. To disseminate notices and information to Councillors and parishioners in a timely manner and by the most effective means, with emphasis on notices of Parish Council/Committee meetings.

5. To maintain and update the Council web site, tv noticeboard and produce a bi-monthly short article to Milland Valley News, Clerk’s Clippings – a summary of Parish Council activities.

6. To attend training courses and seminars on the work and role of the Clerk and the Parish Council as required for personal development, to improve the performance of the Council and to ensure that the Council is able to retain a General Power of Competence..

7. To guide the chairs of committees on procedural, legal and financial matters.

8. To provide support to Councillors in taking forward the Milland Parish Council Business Plan.

9. To prepare agendas for Parish Council, Committee and Trustee meetings and undertake the administration of all such meetings, preparing agendas, supporting documentation and minutes.

10. To maintain a Risk Register and update it annually and whenever circumstances (such as purchase of new equipment or assumption by the Council of additional responsibilities) require.

11. To liaise with insurers as necessary to ensure that the Parish Council and Trustees of the Milland Recreation Ground and its property are appropriately insured.

12. To identify sources of funding for Council projects and submit grant applications and subsequent expenditure returns.

13. To act as Data Protection Officer for the Parish Council and Trustees of the Recreation Ground and ensure compliance with the General Data Protection Regulations.

**FINANCIAL DUTIES**

1. As Responsible Finance Officer, comply with the Financial Regulations adopted from time to time by Milland Parish Council.

2. To maintain the Council’s accounts (including for the Recreation Ground) in accordance with legislation and prepare and present financial management information as required by the Parish Council and Trustees and for Internal and External Audits, in agreed formats and as required by the Accounts and Audit Regulations.

3. To manage the Council’s and Trustees’ banking arrangements, including bank mandates.

4. To account for VAT in accordance with HMRC rules and to pay VAT invoices and reclaim VAT in a timely manner.

5. To obtain quotations and place orders for goods and services on behalf of the Council; to receive, verify and report on invoices and obtain authority for payment and to ensure that the Council’s financial obligations are met, by paying bills and by banking receipts in a timely manner.

6. To prepare detailed budget reports for setting the Precept, advise the Finance and General Purposes Committee and forward the agreed Precept Requirement to Chichester District Council in accordance with timelines set by them.

7. To ensure, in conjunction with a payroll management company, that salaries, PAYE and pension payments for Council employees are made in accordance with relevant legislation and Council policy and to submit annual returns and statements as necessary.

8. To manage loans and investments on behalf of the Council in accordance with legislation and the Council’s financial regulations and policy.

**4. PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATIONS AND EDUCATION** | | | |
| **E = Essential, D = Desirable** | | **How Assessed** | |
| 5 GCSE passes at Grade C and above (or equivalent), to include English and Maths | **E** | | Original certificates |
| 2 A Level passes at grades A\* - C (or equivalent) | **D** | |
| Education to degree level | **D** | |
| Certificate in Local Council Administration or other related qualification | **D** | |
| Financial management or book-keeping qualifications | **D** | |
| Evidence of commitment to continuing professional development | **E** | | Application form |
| Full driving licence | **E** | | Original certificate |
|  | | | |
| **SKILLS, KNOWLEDGE & EXPERIENCE** |  | |  |
| Excellent people skills, with ability to relate to councillors, members of the public, local government officials and contractors. | **E** | | Interview |
| Excellent oral and written communication skills, with the ability to produce coherent and persuasive minutes and briefing notes and present them in a public forum. | **E** | | Application form, interview |
| Strong IT skills, to include MS Office and accountancy book-keeping | **E** | | Application form, Interview |
| Sound management experience, to include financial, project and risk management and budget setting. | **E** | | Application form, interview |
| Use of social media platforms including the maintenance of a web-site. | **D** | | Application form, Interview |
| Prior experience and good understanding of Local Government administration at County, District and Parish levels. | **D** | | Application form, interview |
|  | | | |
| **PERSONAL ATTRIBUTES** |  | |  |
| Self-starter with strong initiative, able to identify problems and issues, develop effective solutions and achieve positive outcomes with minimal supervision. | **E** | | Application form, interview |
| Ability to relate to people in a diplomatic and tactful manner and build strong working relationships. | **E** | | Interview |
| Personal confidence and integrity to provide objective advice and guidance and manage confidential and financial matters with complete probity. | **E** | | Interview and references |
| Enthusiastic and conscientious outlook. | **E** | | Interview and references |
| Willingness to learn and obtain further qualifications. | **E** | | Application form, interview |
| A strong interest in rural life and local communities. | **E** | | Interview |

**5. SELECTION PROCESS**

Applications must be accompanied by a covering letter in which you explain why you believe that you are well suited to this job.

**Applications are to be submitted by 6.00pm on 15th September 2025.**

Interviews will be conducted during September 2025.

The appointment will be made by the Appointment Panel, which will comprise three councillors and a representative of West Sussex Association of Local Councils.

An offer of employment will be subject to receipt of two satisfactory references, one of which must be from the present or recent employer.

Disabled candidates should contact the Clerk in confidence, so that reasonable adjustments can be made to the recruitment process.

**Code of Conduct**

The successful candidate will be required to observe the requirements of the Council’s Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the selection process or during the course of employment should be brought to the attention of the Parish Council and entered in the Register of Officers’ Interests.

Failure to declare an unspent criminal conviction may lead to an offer of employment being withdrawn.

**6. APPLICATION FORM**

**Please complete the form below and return it to the Clerk, Milland Parish Council by 6.00pm on 15th September 2025, together with a covering letter in which you explain why you are suited to this job. A CV is NOT required.**

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Surname:** | **First Names:** | |
| **National Insurance Number:** | | |
| **Address:** | | **Telephone:**  **Email:** |

|  |  |
| --- | --- |
| Do you require a work permit to take up employment in the UK? | Yes No |
| Are you legally eligible for employment in the UK? | Yes No |
| If offered this position will you continue to work in any other capacity? | Yes No |
| Do you consider yourself to be disabled? (this will enable the Council to take reasonable adjustments to accommodate you): | Yes  No |
| Are you related to any member of the Parish Council?  If yes, please provide details. | Yes  No |
| Do you hold a current clean driving licence? | Yes No |
| Please give details of any driving offences currently under endorsement: | |
| Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974). | |

**EMPLOYMENT HISTORY**

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

**1. Name of Employer:**

Date joined: Date Left:

Job Title: Salary:

Describe your duties and responsibilities:

Reason for Leaving:

**2. Name of Employer:**

Date joined: Date Left:

Job Title: Salary:

Describe your duties and responsibilities:

Reason for Leaving:

**3. Name of Employer:**

Date joined: Date Left:

Job Title: Salary:

Describe your duties and responsibilities:

Reason for Leaving:

**4. Name of Employer:**

Date joined: Date Left:

Job Title: Salary:

Describe your duties and responsibilities:

Reason for Leaving:

**5. Name of Employer:**

Date joined: Date Left:

Job Title: Salary:

Describe your duties and responsibilities:

Reason for Leaving:

(If necessary, please continue on a separate page).

**EDUCATION AND QUALIFICATIONS**

**Include membership of professional bodies:**

|  |  |  |
| --- | --- | --- |
| Dates From/To | Name of School, College or University | Qualifications Gained |
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**TRAINING**

Please list any relevant training courses, seminars etc that you have attended:

**EXAMPLES OF KEY PERSONAL ATTRIBUTES**

Please provide specific examples in response to the following four questions: Your answers do not necessarily have to be work related.

(Maximum 200 words per answer)

|  |
| --- |
| 1. Please provide an example of a situation where you used your own initiative to identify an issue and make a change for the better. What was the result? |
| 2. Please describe a project that you have been instrumental in seeing through to a successful conclusion. Explain your role in it. What lessons did you draw from your involvement? |
| 3. Please provide an example of a situation where you have had to convince other people to accept one of your ideas or a proposal for which you are responsible. How did you go about it? . |
| 4. Please give an example of a situation where you have resolved a conflict by building strong relationships with all parties. How did you go about building trust with all sides? |

**ADDITIONAL INFORMATION**

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| --- |
| Please give details of any outside interests or other information you feel will support your application*:* |

**REFERENCES**

Please give the names and addresses of two referees. One should be your present or last employer.

**Referee 1 Referee 2**

|  |  |
| --- | --- |
| Name: | Name: |
| Address:  Telephone: | Address:  Telephone: |
| May we approach them now? Yes No | May we approach them now? Yes No |

**IMPORTANT NOTICE**

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you may invalidate this application and any subsequent offer of employment and, if employment has already commenced, may lead to dismissal.

**DECLARATION**

|  |  |
| --- | --- |
| ***I declare that the information given by me in this application is correct to the best of my knowledge and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to make me an offer of employment.*** | |
| *Signature* | *Date* |