

Wrightington Parish Council – West Lancashire

Vacancy for Parish Clerk and Responsible Financial Officer

Wrightington Parish Council is an active Parish Council seeking to appoint a highly motivated, enthusiastic person to take on the role of Clerk to the Parish Council (Proper Officer) and Responsible Financial Officer (RFO). The Parish Council is made up of 2 wards, Mossy Lea Ward and Appley Bridge Ward and has a village hall in each of these wards, with meetings being held monthly on a rota basis at each village hall.

The post is part-time for 14.5 hours per week. Working mainly from home, the hours of work are flexible except for attendance at Parish Council related Meetings.

Salary will be based on the National Association of Local Councils pay scales. The exact salary scale point will be dependent upon qualifications and experience with the average being around £15.00 per hour.

Applicants must be IT literate and hold a full driving licence. They must be able to store Council equipment and current files securely at their home address. Applicants must be available to attend Parish Council Meetings which are usually held on the third Monday of the month at 7.30pm. Attendance at other Parish Council related Meetings will be required as necessary.

As the Proper Officer of the Parish Council the Clerk's duties will include acting as adviser to the Parish Council, Minute taking, compiling the Agenda's, dealing with correspondence received and compiling correspondence on behalf of the Parish Council. Other duties include filing, receiving and making telephone calls, compiling the Parish Council's annual Newsletter, administering the Parish Council's website and being the first point

of contact for residents and external agencies. As the Responsible Financial Officer the Clerk is also responsible for the Parish Council accounts, complying with Financial Regulations and submitting the accounts for internal and external audit.

Relevant experience will be an advantage and applicants will be expected to hold, or be willing to work towards obtaining, the CiLCA qualification (Certificate in Local Council Administration) and thereafter maintain the status of a qualified Clerk, completing additional training as it becomes available.

Applicants must be capable of working with Parish Councillors and the public and be able to work with a wide range of outside bodies. Excellent written and oral communication skills are essential for this role.

If you feel you could fulfil this role, please apply by sending a copy of your CV and a covering letter explaining what you feel you could bring to the role and how you fulfil the requirements of the job role.

The closing date for applications is 5.00pm on Monday 2nd November 2026 with interviews taking place in November with a view to being in post from December.

Applications should be sent

to: Cllr.juckles@wrightington-pc.gov.uk