



Appointment of Parish Clerk

£39,862 to £42,839 (pro rata)

Local Government Pension Scheme

For more information please contact:

**Peter George, Chair of Littlemore Parish
Council**

chair@littlemoreparishcouncil.gov.uk



Appointment of Clerk Application Pack 2026

If you would like an informal chat about this vacancy Peter George (Chair) would be happy to talk to you and answer any queries you may have. Peter may be contacted using the details given below.

Email: chair@littlemoreparishcouncil.gov.uk

Tel: 07860 484787

Application is strictly via completion of this application form which is available from the parish council website or from the Chair at chair@littlemoreparishcouncil.gov.uk

Please do not enclose a CV.

Completed applications should be sent to the Chair by 12:00(Noon) Monday 13th April 2026



JOB ADVERT

Clerk to the Parish Council
SCP 29 – 32 £39,862 - £42,839

Littlemore Parish Council is seeking a highly motivated, committed, professional for the position of Parish Clerk and Responsible Financial Officer (RFO). (25 hours per week, Monday to Friday working flexibly).

Littlemore is a pleasant urban parish on the southern border of Oxford City which includes an attractive Conservation Area, an expanding Science Park and several business premises; two small green spaces and A parks which provide children's play facilities. There are approximately 6,230 residents in 2,037 dwellings with high pockets of deprivation and associated problems.

Littlemore Parish Council is an Oxford Living Wage Employer.

The parish council has 16 councillors and a precept of £85,609. The parish clerk line manages 3 ground maintenance employees and the editor of the Littlemore Local newsletter.

The parish clerk will be responsible for all day-to-day management, administrative support and advice to the council on legal, personnel, planning and regulatory matters relating to council business. The Clerk takes instructions from the council as a body with the council taking responsibility on all decisions. The position offers the option for home working, requiring attendance at a minimum of two evenings meeting each month and occasional day time meeting and onsite visits. The successful candidate will have previous management experience, excellent inter-personal communication and organisation skills. The ability to work independently is essential, as is competency in using Microsoft products.

As **Responsible Financial Officer** the successful candidate will manage the Council's financial affairs. They will have experience of financial/accounting practices including receipt and expenditure bookkeeping, VAT, and the ability to prepare budgets, accounts, manage the councils' assets, insurance, links to payroll, audit process and use of accounting software.

Preferred Applications will hold the Certificate in Local Council Administration (CiLCA). Although other relevant professional qualifications will be considered.

Experience in local government and formal committee work would be an advantage.

The Council supports continual professional development through funding.

The place of employment is Littlemore with the option of homeworking, to be agreed between employer and successful candidate.

The starting salary is LC2 SPC 29 – 32 (£39,862 - £42,839 pro rata), dependent on skills, qualifications and experience. The Local Government Pension Scheme is offered, plus a working from home allowance is payable, if appropriate, office equipment is provided. Travelling allowance is provided if needed.

A full job description and person specification can be found on the [Littlemore Parish Council website](#).

For further information or to discuss this opportunity please contact the Chair at chair@littlemoreparishcouncil.gov.uk

Applications should be sent to: chair@littlemoreparishcouncil.gov.uk

The closing date for applications is Monday 13th April 2026

Interviews will take place w/c 27th April 2026.

About Littlemore Parish Council

Littlemore Parish Council (LPC) is the most local level of elected representation. Its aim is to serve as a vehicle of local opinion; to provide an effective link between the residents and both Oxford City Council and Oxfordshire County Council; to express local feelings and interests and to keep watch on all developments within the parish. The Council has a good record of delivering well-respected services and facilities which contribute considerably to the life of the parish.

LPC lies within Oxford city boundary, one of four parishes within the city, with a population of 6,230. It is characterised by a mix of large and small dwellings and includes the Oxford Science Park. The parish, like most areas, continues to grow as housing demand increases. Although it does have a conservation area and a Neighbourhood Plan.

LPC is composed of 16 seats and currently has 15 members. The parish is divided into three wards: Bodley Road (two seats), Littlemore (thirteen seats) and Sandy Lane West (one seat). The Council has a Chair and Vice Chair, who are elected each May at the Annual Meeting of the Council.

All councillors meet as the Full Council once a month, excluding August. These meetings are open to the public and are held on the second Tuesday of the month. The Council also has three committees and groups: Personnel & Standards, Finance and General Purposes and Parks & Environment. All planning applications are reviewed in the full council meetings. The Council's agendas and minutes are available on the Council's website.

The Council provides a range of services and facilities including playing fields, playgrounds and various pockets on green spaces.

The Council is supported by a small team of grounds staff who report to the Clerk. The Parish Clerk's role is to give advice, implement decisions, manage day-to-day delivery of services and to manage the finances.

Littlemore Parish Council are a Certified Oxford Living Wage employer.

Littlemore Parish Council is also a Civility & Respect Pledge Council.

There are two Parliamentary Constituencies in the area:
Oxford East – The current MP is the Rt. Hon. Anneliese Dodds and
Oxford West & Abingdon – The current MP is the Rt. Hon. Layla Moran.

The Post

The vacancy is for Clerk & Responsible Financial Officer with duties according to the job description below. This is a permanent post, but confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of six months. The Scheme of Conditions of Service of the National Joint Council for Local Government Services (The “Green Book”) will apply to the employment (except as amended by contract – if you need further information on this point please ask).

The usual place of work will be the Parish Office in Littlemore.

The salary is as advertised; normal advancement on the scale is by annual increment (subject to satisfactory performance) but no candidate will achieve the top increment of the scale without the Certificate of Local Council Administration (CiLCA); an individual who achieves CiLCA while in post will be advanced one increment in recognition of that achievement.

Salary will be paid monthly by direct transfer on the last Friday of each month.

Hours of work will be 25 hours per week normally to be worked over five days – Monday to Friday but including some evening working for Council/Committee meetings. The Council is well disposed to these hours being worked flexibly, but this needs to be balanced with maintaining a public-facing service so must be available to the public (via telephone, email or in person by arrangement); the extent of flexible working can be the subject of negotiation if an offer of employment is made.

Annual leave will be 23 days a year rising to 26 days after five years’ service. In addition to normal bank and public holidays, you will be entitled to two extra statutory days.

The Council is a member of the Local Government Pension Scheme (LGPS). You will be auto enrolled into the scheme, and your employee contributions will be made by deduction from salary. LGPS is a defined benefit scheme and more information may be found here:

<https://www.lgpsmember.org/>

Recruitment Process

The recruitment of the new Clerk will take place week commencing 27th April 2026

The recruitment timetable is as follows:

- **Monday 13th April 2026 – Closing date for applications**
- **w/c 20th April 2026 – Shortlisting**
- **w/c 27th April 2026 – Interviews**
- **Tuesday 5th May 2026 – successful candidate will be notified and references taken**
- **(if possible) Tuesday 12th May 2026 – announcement to Council to confirm successful candidate appointment**

Applications must be made on the Parish Council’s application form. A version of that application form is included with this pack. If you would like an editable Word version of the application form please request it from the Acting Clerk clerk@littlemoreparishcouncil.gov.uk. Please do not submit a CV.

Completed applications should be sent to the Chair by 12.00 on Monday 13th April 2026

Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Clerk - Job Description

Core Responsibilities

The Clerk to the Parish Council will be the Proper Officer of the Council and Responsible Financial Officer and as such, is under a statutory duty to properly discharge its functions, 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 to produce all the information required to enable the Council to make informed, effective decisions and to implement constructively all decisions.

The Clerk is accountable to the Council for the effective management of all its resources and will report to the Council as and when required. The Clerk will be the Responsible Finance Officer and responsible for all financial records of the council and the careful administration of its finances.

Specific Responsibilities

- a) To ensure that statutory and other provisions governing the operation of the Council are observed.
- b) To monitor and have ultimate responsibility for balancing the council's accounts and preparing records for audit purposes and VAT.
- c) To ensure that the Council's obligations for Risk Assessment are properly met and act as the Council's Health and Safety Officer.
- d) To prepare, in consultation with appropriate Members, agenda and reports for meetings of the Council and its committees; to attend such meetings and prepare Minutes for approval.
- e) To attend all meetings of the Council and all meetings of committees and working groups. other than where such duties have been delegated to another member of staff.
- f) To receive and process correspondence and documents on behalf of the Council and, as necessary, bring such items to the attention of the Council. To issue correspondence because of the instructions of, or the known policy of, the Council.
- g) 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, in a timely fashion, for goods and services and to ensure payment is received.
- h) To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.
- i) To draw up both on his/her initiative and because of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- j) To supervise all other members of staff as their line manager in keeping with the policies of the council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To undertake annual appraisals of all staff.
- k) To monitor the implemented policies of the Council to ensure they are achieving the desired result, and where appropriate, suggest modifications.

- l) To act as a representative of the Council as required.
- m) To act as Office Manager, developing and improving internal office systems, including IT, as situations demand, to ensure the smooth running of all administrative and financial functions. To be the officer responsible under General Data Protection Regulations and Freedom of Information.
- n) To monitor content on the Parish Council website and social media instructing updates as necessary.
- o) To issue notices and prepare agenda and minutes for the Annual and Parish Council meetings and to attend these.
- p) To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of the Council.
- q) To attend training courses on the work and role of the Clerk as required by the Council.
- r) To maintain the status of qualified clerk as a minimum requirement for effectiveness in the position of clerk to the Council
- s) To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Membership of professional body The Society of Local Council Clerks will be paid for by Parish Council.
- t) To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies as a representative of the council.
- u) To deal with any other matters which, from time to time, are required by the Parish Council.
- v) Lead on projects, maintenance/monitoring tasks and other duties as reasonably required.
- w) Assist with the development and effective management of manual and computerised records.
- x) To ensure adherence to Data Protection legislation in all areas of the Council.

Responsible Finance Officer

The Responsible Finance Officer is appointed in accordance with the provisions of the Local Government Act 1972, section 151

Duties:

- a) To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of invoices and other relevant current matters.
- b) To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon, as necessary.
- c) To submit the Precept to the Oxford City Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
- d) To bank regularly all money received by the Council.
- e) To ensure that all money due to the Council is billed and collected promptly.
- f) To identify the duties of all staff dealing with financial matters and to ensure, wherever possible, the segregation of duties of staff, thus facilitating as much internal control as possible. If staff are not appropriate for such internal controls, then to involve Members in the internal control systems wherever possible.
- g) To manage the cash-flow and to control investments and bank transfers.
- h) To control all payments within the financial budget resources of the Council.
- i) To ensure all payroll information is sent to external Payroll Services on time or to take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
- j) To take overall responsibility for the prompt submission of VAT Return Forms and repayment claims.
- k) To verify, analyse for accounting purposes, and to authorise/recommend for payment invoices from suppliers.
- l) To prepare Financial Statements for each financial year for Councillors and the public.
- m) To prepare the Final Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the Auditor when required.
- n) To arrange for appropriate Internal Audit in accordance with Financial Regulations.
- o) To monitor compliance with the Council's Financial Regulations.
- p) To manage the risks faced by the Council and to recommend such insurance as is required, or is mandatory (Employer's Liability, Public Liability, Vehicle and Fidelity).
- q) To maintain and review the Council's asset register.

Hours of work: 25 hours per week including evening meetings.

Salary: SCP 29 – 32 (£39,862 - £42,839)

Clerk and Responsible Financial Officer

The person specification is a picture of skills, knowledge and experience required to carry out the role. It has been used to inform the advert and will also be used in the shortlisting and interview process for this post. You should demonstrate on your application form how you meet the following essential, and where relevant, desirable criteria.

| Attributes | Essential | Desirable |
|------------------|--|---|
| Qualifications | Relevant Professional Qualifications. | CiLCA Qualification |
| Knowledge | <p>An understanding of the legal and statutory framework.</p> <p>Knowledge of IT systems, including emails and websites.</p> <p>Demonstrates a good working knowledge of the legal and statutory framework in which a Council operates, including</p> <ul style="list-style-type: none"> - Health and Safety - GDPR - Freedom of Information - Code of Conduct - Policies - Financial regulations. | |
| Skills | <p>Ability to build good relationships with Councillors and all sectors of the community, acting with diplomacy in the best interests of the Council.</p> <p>Familiarity with the local government Code of Conduct.</p> | <p>Experience in hosting on-line meetings.</p> <p>Ability to set up on-line meetings using Microsoft Teams or Zoom.</p> <p>Familiarity with accountancy software.</p> |

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| | <p>Ability to manage and develop a team, motivating staff to a high level of achievement.</p> <p>High level of literacy and numeracy.</p> <p>Sound administrative and organisational skills, including ability to manage competing priorities and meet agreed timescales.</p> <p>Competency in a range of IT applications, including Microsoft Office Skills (Word, Excel and PowerPoint).</p> <p>Ability to update a website.</p> <p>Ability to set agendas, run meetings and produce accurate minutes.</p> <p>Ability to prepare accounts and budgets, report transactions, maintain accounting records, and ensuring adherence to financial procedures.</p> <p>Ability to prepare and present reports requiring investigation from various sources of information.</p> <p>Ability to provide advice to Councillors in a professional and impartial manner.</p> <p>Ability to handle confidential information appropriately.</p> | <p>Experience of managing Financial Controls, Budgets, Accountancy, HMRC RTI and VAT.</p> |
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| <p>Work Experience</p> | <p>Office management.</p> <p>Maintaining a website.</p> <p>Experience of Clerk or RFO role(s) within a Local Council, or management or organisational experience in the areas of:</p> <ul style="list-style-type: none"> - Team leadership - Financial management - Management of Health and Safety, including ensuring safe working practices of others. <p>Application of Health & Safety practices.</p> | <ul style="list-style-type: none"> - Management of parks and /or recreational facilities or other community assets. <p>Management of buildings.</p> |
| <p>Personal Qualities</p> | <p>Committed, forward looking and enthusiastic approach.</p> <p>Self-motivated, capable of working independently and as a member of a team.</p> <p>Polite and courteous manner.</p> <p>Calm and patient under pressure.</p> <p>Uses initiative.</p> <p>Positive attitude to problem solving.</p> | |

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| | Flexible approach to workloads in response to the Council's changing priorities. | |
| Other | <p>Willingness to participate in continuous professional development opportunities.</p> <p>Willingness to attend a minimum of two evening sessions each month and some occasional daytime on-site meetings, as required.</p> <p>Possession of a current driving licence.</p> | Must live within the parish or easy commuting distance. |

GDPR Privacy Notice for all Job Applicants

Introduction

As part of any recruitment process, Littlemore Parish Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address, and contact details, including email address and telephone number.
- details of your qualifications, skills, experience, and employment history.
- information about your current level of remuneration.
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Littlemore Parish Council relies on legitimate interests as a reason for processing data and has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request.
- require the organisation to change incorrect or incomplete data.
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.



Application for the post of Clerk

Brief Guidance Notes for Job Applicants

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

To facilitate “blind recruitment” pages 1 & 5 of the form will be removed before your application is considered by the selection panel.

If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

References

A minimum of two references is required, and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will be taken up if you are the successful candidate following the interviews.



Application for the Post of Clerk

| Job Details | |
|--|---|
| Where did you see the post advertised? | (This will help us with advertising future posts) |
| Personal Details | |
| Surname: | First name(s): |
| Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other): | |
| Address: | |
| Post Code: | |
| Telephone numbers | |
| Home: | Mobile: |
| Personal email: | |
| (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate) | |
| It is unlawful for us to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, we will ask you for evidence to satisfy Godalming Town Council that you have the right to live and appropriate right to work in the UK. | |
| Do you require a work permit to work in the UK? | Yes/No |
| References | |
| <i>(please refer to the Guidance Notes at the end of this form)</i> | |
| Name: | Name: |
| Job Title: | Job Title: |
| Name of Organisation: | Name of Organisation: |
| Address: | Address: |
| Post Code: | Post Code: |
| Email Address: | Email Address: |
| Tel No: | Tel No: |
| How long have you known this person and in what capacity? | How long have you known this person and in what capacity? |
| Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate. | Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate. |

Present or Most Recent Employment

Name of Employer:

Address of Employer:

Post Code:

Job Title:

Dates employed:

Current or final salary:

Period of notice required:

Please give a brief outline of your main responsibilities:

Previous Employment

Please list all previous employment in chronological order (most recent first)

| Dates from and to | Name & Address of Employer | Job Title and outline of main Responsibilities | Reason for leaving |
|--------------------------|---------------------------------------|---|---------------------------|
| | | | |

Education & Training

Please give details of all educational qualifications obtained and those currently being pursued

| Name of School, College, University, etc | Dates attended from and to | Subjects studied / qualifications worked towards | Grades and year obtained |
|--|----------------------------|--|--------------------------|
| | | | |

Professional of Job Qualifications

Qualifications or membership of professional or technical bodies
(please indicate whether by examination or election)

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Other training relevant to the application

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Information in Support of Your Application
(please refer to the Guidance Notes at the end of this form)
If further space is needed, continue on a separate A4 sheet.

| Health | |
|--|-----------------|
| The Equality Act 2010 | |
| <p>We welcome applications from people with disabilities. If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.</p> | |
| <p>Do you require any reasonable adjustments for the interview and selection process?</p> | <p>Yes / No</p> |
| <p>If YES, please give details for any requirements i.e. level access required.</p> | |
| | |

| Rehabilitation of Offenders Act 1974 |
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| <p>Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Littlemore Parish Council's Interview Panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position at Littlemore Parish Council.</p> |
| |

| Additional Information | |
|---|--|
| Driving Licence: | |
| <p>Do you hold a current driving licence? Yes/No If yes, please state the type of licence you hold:</p> | <p>Are you a car owner? Yes/No If no, do you have access to a car?</p> |
| <p>Do you have any current endorsements? Yes/No If yes, please specify:</p> | |

| Declaration |
|---|
| <p>I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.</p> |
| <p>Data Protection:</p> <p>If I accept employment with Witley & Milford Parish Council, I consent to my personal information being held by Witley & Milford Parish Council for the administration of my Contract of Employment.</p> |
| <p>Signed:</p> |
| <p>Name: _____ Date: _____</p> |
| <p><i>If this form has been completed electronically, please indicate your consent: Yes/No and, if you are appointed following an interview, please give the Clerk a signed copy to be held on the personnel file.</i></p> |