



RECRUITMENT OF PARISH CLERK



Recruiting Now

- £38,626 – £41,511
- £706 London Fringe Allowance
- Full time
- Bray in Berkshire
- 25 days leave
- Pension

Get in Touch

Tel: 07701032010

steve.milton@lgrc.uk

www.brayparishcouncil.gov.uk

Bray Parish Council, The Jubilee Room, Braywood
Memorial Hall, Fifield Road, Fifield SL6 2NX



Recruitment of Parish Clerk & Responsible Financial Officer

Application Pack

If you would like an informal chat about this vacancy, then Steve Milton will be happy to talk to you and answer any queries you may have. Steve may be contacted using the details given below.



Steve Milton

Local Government Resource Centre
steve.milton@lgrc.uk
07701032010

Application is strictly via the application form contained in this pack. Please do not send a generic CV. Completed applications should be returned to Steve. More information about the Council can be found at <https://brayparishcouncil.gov.uk/>

CLOSING DATE SUNDAY 14 SEPTEMBER 2025

Bray Parish Council

Parish Clerk & Responsible Financial Officer



£38,626 - £41,511

£706 London Outer Fringe Allowance

National Pay Scale LC2 SCP 29 -32 (pay increase pending)

(Full time – 37 hours per week)

Based at Braywood Memorial Hall, Fifield

Closing date: 14 September 2025

Are you looking for a management role at the heart of a vibrant local community?

Are you excited by the opportunity to support the community of Bray?

Are you a strong team player and experienced manager?

Sounds like you? Read on, we have your perfect career opportunity...

Bray is a large parish located immediately to the West of London within the Royal Borough of Windsor and Maidenhead. The parish covers 2,684 hectares, of which 94.8% is Green Belt. It has approximately 4,000 homes and over 6,700 residents. The parish is formed by two principal villages, Bray and Holyport, and several other small villages and hamlets. 15 Councillors represent residents

The Council has an annual income of around £280k and this funds a cemetery, two allotment grounds, three playgrounds, two car parks, two village greens, a field, a slipway, a tennis court, three war memorials, thirty-five benches, eleven notice boards, sixteen dog waste bins, sixty-one streetlights, a millennium sun dial and a Newsham Fire Engine donated by Lady Coleraine in 1737, which is believed to be the largest of six fire engines that remain from this period.

Clerks come from a range of backgrounds, but they share an enthusiasm for serving the community. If you come from outside the sector then full support, training and mentoring will be provided.

The salary for this post starts at £38,626 and rises to £41,511 by annual increment (subject to satisfactory performance). In addition, a London outer fringe allowance of £706 is added to your pay. Hours of work are flexible and include some evening and occasional weekend working. You will receive 25 days' annual leave plus bank holidays. The Council offers a contributory pension scheme.

If you would like to find out more, please call or email our recruitment consultant at the Local Government Resource Centre - Steve Milton on 07701032010 or [email Steve](#). A recruitment pack and application form (required for all applicants) can be obtained from Steve and is also available to download from the Parish Council's website.

Closing date: 14 September 2025.

About the role

Bray Parish Council is seeking a dedicated Parish Clerk and Responsible Finance Officer to play a pivotal role in supporting the council's operations and ensuring the smooth running of parish affairs.

- ✓ **Make a real impact** – Your work will directly benefit the residents of Bray.
- ✓ **Varied and rewarding role** – No two days are the same in parish council work!
- ✓ **Flexible working options** – A mix of office, remote, and evening meetings (as required).
- ✓ **Supportive environment** – Work with a friendly team of councillors and community volunteers.

This is a fantastic opportunity for someone who thrives on variety, enjoys working with people, and wants to contribute to the continued success of one of Berkshire's most picturesque and historic cluster of settlements. If you're a proactive administrator with excellent communication skills and a keen eye for detail, we'd love to hear from you!

Bray is a charming and thriving parish nestled beside the River Thames, famous for its scenic beauty, rich history, and strong community spirit. The Parish Council plays a crucial role in maintaining local facilities, supporting community initiatives, and representing the interests of residents.

As the Parish Clerk, you will be the backbone of the council, ensuring that meetings run smoothly, legal requirements are met, and residents receive the best possible service. Working closely with councillors, local organisations, and the public, this role ensures you have a direct and positive impact.

Key Duties & Responsibilities

1. Council Administration & Governance

- Act as the Proper Officer and Responsible Financial Officer (RFO) for the council.
- Prepare agendas, take minutes, and distribute documents for council and committee meetings.
- Ensure the council complies with all legal and statutory obligations, including financial regulations and data protection laws.
- Maintain official records, policies, and council documents.
- Manage correspondence, emails, and enquiries on behalf of the council.

2. Financial Management

- Oversee the council's finances, including budgeting, accounts, and payroll.
- Prepare financial reports including the annual governance and accountability statement (AGAR) and ensure transparency in spending.
- Process invoices, manage payments, and liaise with auditors.
- Monitor income streams, such as grants and precept funding.

3. Community Engagement & Support

- Serve as the first point of contact for residents, responding to queries and signposting to relevant services.
- Support local projects, events, and initiatives that benefit the community.
- Maintain the parish council's website and social media presence to keep residents informed.
- Work with local authorities, charities, and volunteer groups to enhance community well-being.

4. Facilities & Asset Management

- Oversee the maintenance of parish-owned assets, such as playgrounds, benches, cemetery and open spaces.
- Liaise with contractors and suppliers to ensure high standards of upkeep.
- Manage risk assessments and health & safety compliance for council operations.

5. Policy & Strategic Support

- Advise councillors on governance, procedures, and best practices.
- Assist in developing policies, strategies, and long-term plans for the parish.
- Keep up to date with changes in local government legislation and advise the council accordingly.

Skills & Experience Required

Essential Skills:

- ✓ **Excellent Organisation & Time Management** – Ability to juggle multiple tasks, meet deadlines, and maintain meticulous records.
- ✓ **Strong Communication** – Confident in writing reports, drafting correspondence, and engaging with residents and stakeholders.
- ✓ **Financial Acumen** – Experience in budgeting, bookkeeping, and managing public funds responsibly.
- ✓ **IT Proficiency** – Comfortable using Microsoft Office, email systems, and potentially council-specific software.
- ✓ **Knowledge of Local Government** – Understanding of parish council procedures, legal frameworks, and compliance (training can be provided for the right candidate).
- ✓ **Problem-Solving & Initiative** – Ability to work independently, resolve issues, and support councillors in decision-making.
- ✓ **Discretion & Professionalism** – Handle sensitive information with confidentiality and integrity.
- ✓ **Previous experience in a similar role** (e.g., parish clerk, council administrator, or local government officer).
- ✓ **Qualifications**, Certificate in Local Council Administration (CiLCA).

How to Apply

If you're excited by this opportunity and believe you have the skills we're looking for, we'd love to hear from you!

The recruitment timetable is as follows:

- **Closing date** Sunday 14th September 2025
- **Interviews** Will be held on 23/24 September - details will be provided to shortlisted candidates in advance.

Applications must be made on the Parish Council's application form. An editable version of that application form is included with this pack. Please do not submit a CV.

Completed applications should be sent to steve.milton@lgrc.uk by Midnight on 14 September

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

Bray Parish Council

JOB DESCRIPTION



| | |
|-----------------------|--|
| JOB TITLE: | PARISH CLERK AND RESPONSIBLE FINANCE OFFICER |
| REPORTS TO: | BRAY PARISH COUNCIL |
| PLACE OF WORK: | BRAYWOOD MEMORIAL HALL, FIFIELD, SL6 2NX |
| DATE: | 14 TH JULY 2025 |

MAIN PURPOSE OF JOB:

As Proper Officer and strategic manager of the Council, the Parish Clerk is responsible for ensuring that instructions of the Council are carried out in accordance with statutory frameworks and that the Council is legally compliant in all matters. The jobholder leads the staff team, advises Councillors and works with external bodies to ensure that: sound policies are implemented; Council priorities are delivered and monitored; resources and services are well-managed; staff are effectively led and developed; and productive working relationships are maintained with key stakeholders for the benefit of the Bray community.

KEY ACCOUNTABILITIES:

| | |
|----|---|
| 1. | To effectively manage the duties and actions of the Council and ensure legal compliance in all its activities so that the risk of any litigation is minimised and the Council builds and maintains a good reputation |
| 2. | To lead the officer/staff team and create a supportive, collaborative culture in line with Council values so that employees are well-managed, appropriately rewarded and able to make positive contributions to Council aims. |
| 3. | To ensure effective delivery and control of the Council's assets, services, and data, including formal quotes, tenders, and contracts being in place as necessary, so that the Council meets the needs of the community and all legal requirements are satisfied. |
| 4. | To build and maintain excellent working relationships with organisations in Bray and other key stakeholders, to enable the delivery of Parish services and events for the benefit of residents and visitors. |
| 5. | To manage the delivery of projects on behalf of the Council, including the identification of sources of funding and applications for financial support, to continue developing the assets and services available in the Parish. |

| | |
|----|---|
| 6. | To organise and ensure effective management of civic and charity events in Bray, liaising with other organisations as necessary, so that the Council is well represented, actively contributing to the Parish, and ensuring the health & safety of residents and visitors at events. |
| 7. | To promote Council activities/events and ensure effective communication with the public through the management of websites, social media, and other forms of communication so that the public is well-informed about Bray and engaged with the Council. |
| 8. | To pro-actively contribute to the development of Bray Parish Council by maintaining an up-to-date knowledge of the council sector, local economy, and statutory developments which may affect the organisation and reporting these to the Council with recommendations for action as appropriate. |
| 9. | To demonstrate our corporate values in all tasks and activities, and uphold the Nolan Principles of Public Life to ensure that Bray Parish Council achieves its mission: to engage with our community and help lead positive change. |

Bray Parish Council

PERSON SPECIFICATION



| | |
|-----------------------|--|
| JOB TITLE: | PARISH CLERK |
| REPORTS TO: | BRAY PARISH COUNCIL |
| PLACE OF WORK: | BRAYWOOD MEMORIAL HALL, FIFIELD, SL6 2NX |
| DATE: | 14 TH JULY 2025 |

Person Specification

Your application should demonstrate how you meet the following criteria:

| | |
|--|--|
| PEOPLE MANAGEMENT | The jobholder is the Senior Officer of the Council and directly responsible for the Deputy Clerk and the Clerk's Assistant. |
| CREATIVITY & INNOVATION | The Parish Clerk is the main advisor to Councillors on the application of Local Government Regulations and other statutes/guidance so must interpret the available information and seek further advice as needed to ensure appropriate recommendations are made. |
| CONTACTS & RELATIONSHIPS | <p>The Parish Clerk is a primary 'ambassador' for Bray Parish Council and needs to build excellent relationships with other local organisations, key stakeholders, and contacts at other councils. There is a need for the jobholder to work collaboratively with leaders of other organisations and this necessitates liaising, negotiating, and influencing others to represent the Council, protect our reputation and to ensure benefit for the Parish as a whole.</p> <p>As the Officer with overall responsibility for the statutory conduct of the Council, the jobholder works closely with Councillors which can involve challenging discussions about high-level situations and, sometimes, legal rules and precedents that necessitate assertive but sensitive conversations.</p> |
| DECISIONS (DISCRETION & CONSEQUENCES) | <p>The Parish Clerk has delegated authority to make decisions on behalf of Council including responding to letters and requests, spending to maintain services, and developing content/copy for website and media.</p> <p>The Parish Clerk is expected to monitor policies and practices of the Council to ensure that they remain legally compliant and achieve desired results. The jobholder will recommend policy additions or changes to Council and advise on the best course of action.</p> |

| | |
|--|---|
| | The Parish Clerk manages the devolution of assets from others to the Parish Council and needs to review strengths, weaknesses, opportunities and threats of devolution before recommending to Council whether to proceed. |
| RESOURCES | The jobholder is issued with a laptop and mobile phone |
| WORKING DEMANDS | The Parish Clerk's work is directed by strategic priorities and is subject to conflicting priorities and changes in circumstances requiring re-programming of schedules and priorities. |
| WORKING ENVIRONMENT | Office based with some flexibility to work from home; regular VDU user; some unsocial hours; occasional lone working. |
| KEY KNOWLEDGE & SKILLS REQUIRED | <ul style="list-style-type: none"> • Educated to degree level (or equivalent level of skill/experience) • CILCA qualified or working towards qualification • Knowledge/experience of the role of Proper Officer in local government setting • Excellent interpersonal skills with proven experience of building positive relationships with stakeholders, colleagues and staff • Excellent communication skills including presenting to groups, writing copy and working with a variety of media to promote activities • Experienced people manager with good leadership skills and a supportive, collaborative approach • Experience of effectively developing quotes, tenders and contracts for services • Skills/experience in project management, planning and delivery; and associated research and applications to funding streams • Skills/experience in governance, performance management and effective monitoring/review of systems • Proven experience of report writing, including research, analysis and presentation of options • Good working knowledge of MS Office suite essential, experience of SAGE or similar software would be an advantage. • Experience of website tools and using social media in business context is an advantage. • Full UK driving licence or alternative means of travelling to other locations/meetings. |

Bray Parish Council

APPLICATION FOR EMPLOYMENT



Guidance Notes for Job Applicants

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

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 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 sheet.

This post may necessitate occasional travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

References

A minimum of two references are 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.

Bray Parish Council

APPLICATION FORM



Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

| Job Details | |
|--|-----------------------------------|
| Post applied for: | Parish Clerk: Bray Parish Council |
| Where did you see the post advertised? | |
| Personal Details | |
| Surname: | Forename(s): |
| Preferred title (e.g., Mr/Mrs/Miss/Ms/Dr/Other): | |
| Address: | |
| Post Code: | |
| Telephone numbers | Mobile: |
| Home: | Work: |
| 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) | |
| Immigration, Asylum and Nationality Act 2006 | |
| It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with. | |
| Do you require a work permit to work in the UK? If yes, please provide details: | Yes/No |

Relationship to any Council member or employee

To your knowledge, are you related to any member or employee of the Parish Council?
If yes, please provide details:

Yes/No

Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed you may be dismissed without notice.

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 & Qualifications

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 and qualifications worked towards | Grades and year obtained |
|--|----------------------------|--|--------------------------|
| | | | |

Training

This includes trade/professional training, government training schemes, apprenticeships, short courses, and secondments

| Course Title | Organisation | Dates |
|--------------|--------------|-------|
| | | |

Membership of Professional Institutes

| Institute | Level of Membership | Year of Award |
|-----------|---------------------|---------------|
| | | |

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, e.g., unemployment or voluntary work

| Experience | From/To |
|------------|---------|
| | |

Information in Support of Your Application

If further space is needed, please continue on a separate A4 sheet

| References | |
|---|---|
| Referee 1 | Referee 2 |
| Name: | Name: |
| Job Title: | Job Title: |
| Name of Organisation: | Name of Organisation: |
| Address: | Address: |
| Post Code: | Post Code: |
| Tel No: | Tel No: |
| Email Address: | Email Address: |
| 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. | |
| Rehabilitation of Offenders Act 1974 | |
| <p>Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our 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 with the council.</p> | |
| Additional Information | |
| Do you hold a current driving licence? Yes/No If YES, please state the type of licence you hold: | Are you a car owner? Yes/No If NO, do you have access to a car? Yes/No |
| Do you have any current endorsements? Yes/No If YES, please specify: | |

Declaration

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 void , and if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Bray Parish Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:

Date:

Name:

If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file:

YES/NO

END OF APPLICATION FORM

Bray Parish Council

GDPR Privacy Notice for all Job Applicants



Introduction

As part of any recruitment process, Bray 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.

Bray 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.