Briercliffe with Extwistle Parish Council Appointment of Clerk & Responsible Financial Officer

Closing date – 16 May 2025 1700

Location – Briercliffe, Burnley

Salary – appropriate NJC scale, based                on qualifications and experience (pro-rata).

PC Website: [https://www.briercliffe-pc.gov.uk](https://www.briercliffe-pc.gov.uk/)

The Council is seeking to appoint a proactive, part time Clerk and Responsible Financial Officer (“the Clerk”) to manage the administration of the Parish Council’s affairs and ensure the smooth running of the Council’s business to meet the needs of residents.

Briercliffe is a small, friendly parish located in Burnley, Lancashire with a population of 4,000, served by nine Parish Councillors.  The annual turnover of the Council is about £40,000 derived from a current precept of £23,000 and rents.      The Council maintains 160 allotments, grazing land, 3 garage sites, a small expanse of woodland, and various green spaces across the parish.  The Council owns a Community Centre, managed by a Committee for which the Clerk acts as Secretary, and Bowling Green.

The Clerk's hours of work average 26 per month with the requirement to attend monthly in-person Council meetings, plus 16 hours per year for the Community Centre Association, and other meetings as required.

Candidates should have good communication, organisational, literacy and numeracy skills, IT knowledge, and committee skills. A qualification in local council administration, and previous experience in local government are desirable but not essential.

The Clerk works from home, supplying their own phone and broadband links. Subject to the prior agreement of the Council, the Clerk may purchase relevant office equipment for use on the Council’s business.  The Council will reimburse costs for consumables expended to fulfil the role.  Out of pocket expenses will be reimbursed for travel by public transport or at the rate of 45p per mile for the use of their own car as provided in the contract of employment.  Holiday, sickness and pension arrangements are standard and as provided in the contract of employment.

The Clerk receives an annual appraisal, which will consider appropriate professional development.

To discuss the post, please email the Parish Council Chair, Cllr Gordon Lishman CBE, at gordon.lishman@briercliffe-pc.gov.uk