



# Holybrook Parish Council

*Proudly serving the residents of Holybrook Parish since 2000*

The Parish Office  
Beansheaf Community Centre  
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## Parish Operations Manager & Responsible Financial Officer Job Description

- Position:** Parish Operations Manager & Responsible Financial Officer (RFO)
- Salary:** SCP 30–35 (£40,777 – £46,142 FTE) *pro rata* (depending on experience)
- Hours:** 30 hours per week
- Contract:** Permanent – Part-time (Job Share Considered)
- Location:** Office based but flexible (home working available)
- Reports to:** The Parish Council

### Purpose of the Role

The Parish Operations Manager is the Proper Officer and Responsible Financial Officer of the Council and serves as its principal advisor on governance, legal, procedural and financial matters.

The postholder ensures that the Parish Council operates lawfully, effectively and transparently, and supports the Council in delivering its strategic objectives, services and community outcomes.

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### Key Responsibilities

#### 1. Governance, Legal & Strategic Advisory

- Act as Proper Officer to the Council and implement lawful decisions made by the Council and its committees.
- Provide impartial, professional advice to councillors on governance, legal obligations and best practice.
- Ensure compliance with all relevant legislation including (but not limited to):

- Local Government Acts
- Freedom of Information legislation
- Data Protection regulations
- The Terrorism (Protection of Premises) Act 2025 (from April 2027)
- Prepare agendas, minutes and reports in accordance with statutory requirements.
- Maintain all statutory registers, records and policies.
- Review and update governance documents, policies and procedures.
- Support the Council in setting and delivering its strategic objectives.
- Maintain, and regularly review, the Council's risk management framework.
- Ensure appropriate insurance cover is in place and reviewed annually.

## **2. Financial Management (RFO Duties)**

- Act as Responsible Financial Officer in accordance with statutory requirements.
- Prepare and manage the Council's annual budget and precept.
- Maintain accurate financial records and accounting systems.
- Manage all income and expenditure, including payroll oversight.
- Ensure compliance with Financial Regulations and Transparency Code requirements.
- Prepare annual accounts and oversee AGAR processes, including internal and external audit.
- Submit VAT claims in accordance with proper practice.
- Provide regular financial reports to the Council.

## **3. Asset, Facilities & Contract Management**

- Maintain and manage the Council's asset register.
- Ensure appropriate inspection regimes are in place for all assets including:
  - Playgrounds
  - Buildings
  - Street furniture (bins, shelters, salt bins, etc.)
- Oversee the maintenance and compliance of:
  - Community Centre (Beansheaf Centre)
  - Garage Kiosk (fabric only)
- Ensure all facilities meet Health & Safety requirements and remain fit for purpose.
- Procure works and services in line with Financial Regulations.
- Manage contracts and contractor performance.

- Lead minor works and improvement projects; liaise with project managers on major works.
- Review contracts annually to ensure value for money.

#### **4. Play Areas & Grounds Management**

- Oversee management of playgrounds and associated land.
- Ensure compliance with safety standards (including RoSPA recommendations).
- Arrange inspections, repairs and servicing as required.
- Manage grounds maintenance, tree works and environmental up-keep.
- Ensure effective delivery of litter collection and related services.
- Monitor budgets and contractor performance.

#### **5. Communication & Community Engagement**

- Act as first point of contact for residents, councillors and stakeholders.
- Promote effective communication between the Council and the community.
- Manage correspondence and public enquiries.
- Oversee council communications (with administrative support) including:
  - Website
  - Newsletters
  - Social media
- Support community initiatives, events and engagement activities.

#### **6. Council Administration**

- Organise elections and support councillor induction and training.
- Maintain records relating to policies, insurance and compliance.
- Support delivery of Council projects and initiatives.
- Ensure licences and statutory notices are maintained and up to date.

#### **7. Staffing & HR Management**

- Provide day-to-day supervision of Council staff.
- Conduct appraisals and regular one-to-one meetings.
- Oversee payroll, pensions and statutory employment obligations.
- Manage staff absence and flexible working arrangements.
- Ensure compliance with employment law and council HR policies (with the support of an HR Specialist firm).

## **Person Specification**

### **Essential**

- Strong organisational and administrative skills
- Excellent written and verbal communication skills
- Ability to interpret and apply legislation and guidance
- Experience managing budgets or financial processes
- Competent IT skills (Microsoft Office, email, basic web systems)
- High level of integrity, discretion and confidentiality
- Ability to work independently and manage competing priorities

### **Desirable**

- Experience working in local government or a similar environment
- Experience in facilities, asset or contract management
- CiLCA qualification
- Experience in community engagement or project management

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## **Qualifications & Training**

- No formal qualification required, but relevant experience essential
- CiLCA qualification (or willingness to obtain)
- IOSH (or willingness to obtain)
- Emergency First Aid at Work (or willingness to obtain)
- Personal Licence (or willingness to obtain)

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## **Working Conditions**

- Office based but flexible working arrangements, including home working, considered
- Attendance at evening meetings (typically 1–3 per month)
- Travel within the parish and surrounding area as required
- Occasional attendance at community events

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## **Key Relationships**

- Parish Councillors
- District/Borough Council officers

- Residents and community groups
  - Contractors and service providers
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### **Overall Accountability**

The Clerk is accountable to the Parish Council, as a corporate body, and is responsible for ensuring the effective, lawful and efficient operation of the Council and its services.