



Part-time Clerk/Responsible Financial Officer

15 hours per week (SCP17-20 currently £16.08-£16.90 per hour, pay award pending)

The Parish Clerk will be retiring at the end of December 2026 and the Parish Council is inviting applications for a Clerk to commence on 01 November 2026 (this allows for a two month handover with the current Clerk).

Shobnall Parish Council is located within the town of Burton on Trent and serves a population of 8,174 (2021 Census). The council currently consists of six councillors (five vacancies) and has one employee, the Parish Clerk/Responsible Financial Officer (RFO). The 2026/27 precept is £43,982.

The Clerk is required to work 15 hours per week (includes attending evening meetings), working from home. A laptop, printer, mobile phone, filing cabinet, etc are provided.

Responsibilities include:

- Producing agendas and minutes for all council meetings and the Annual Parish Meeting.
- Liaising with Borough and County Councillors and officers, residents and contractors.
- Enacting the council's decisions.
- Managing expenditure and maintaining the council's financial records (the council uses Rialtas Alpha accounts software).
- Preparation of the financial records for audit and completion of the Annual Return.

The council currently meets on the third Monday of every month except August when there is no meeting. The Clerk is required to attend all meetings.

The successful candidate will be computer literate, be an effective administrator and have relevant financial knowledge to their duties as the RFO. Knowledge of the workings of local government (or other relevant experience) is desirable. Candidates will preferably already hold the Introduction to Local Council Administration qualification but this is not essential and training would be provided if necessary.

The job description, person specification and application form can be downloaded from the website (<https://shobnall-pc.gov.uk>) or requested via email (clerk@shobnall-pc.gov.uk).

Please note: CVs will not be accepted.

The closing date for applications is 4pm on Friday 25 September 2026, interviews will be held on Wednesday 07 October 2026. References will be taken up prior to any appointment being confirmed.