



Vacancy: Re-advertisement

Part-time Clerk/Responsible Financial Officer

15 hours per week (SCP17-20 (£16.61-£17.45 per hour))

The Parish Clerk will be retiring at the end of December 2026. The Parish Council is inviting applications for a Clerk to commence no later than 01 December 2026.

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 (including 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 Certificate in Local Council Administration qualification, but this is not essential and training will 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 Wednesday 28 October 2026, interview date to be confirmed. References will be taken up prior to any appointment being confirmed.