

BURTON PARISH COUNCIL
Staffordshire

JOB OPPORTUNITY
Parish Clerk and Responsible Financial Officer

5 hours/week (working from home with monthly evening meeting)
2025/2026 LC1 Scale SCP 7-12 (£13.26-14.36 dependent on qualifications)
Permanent contract subject to three-month probationary period

Closing Date for applications 5th February 2025
(Written applications to Clerk@Burton.staffslc.gov.uk)

Interviews in the week beginning 10th February 2025

Burton Parish, in the Borough of East Staffordshire, covers the entirety of the town centre. It is large in area (split into two wards, Burton Town & Burton St Peter's) and includes multiple listed buildings, reflecting the town's brewing history, as well as the River Trent Washlands, industrial and retail areas. Scattered across the parish are substantial established and growing pockets of residential development.

Job Description

Council Administration & Legal Compliance: Meeting agenda preparation and minute-taking, ensuring that decisions taken are executed. Ensure Council adheres to its legal responsibilities, best practice and Council's specific policies/ procedures.

Financial Management: As well as the recording and management of receipts and payments the role includes the annual budget setting process, periodic completion of S126 VAT reclaims and the organising and reporting on the both the internal audit and external reviews.

Community Engagement: Serve as the principal contact for the residents, handle correspondence and management of the Council's website. Council is looking to set up a Facebook page to enhance the engagement opportunity for the residents.

Project Management: Help in the management and delivery of Community initiatives including managing contracts and sourcing grant funding.

Essential Attributes:

- Excellent administrative and organisational skills
- Effective communication skills (written and oral)
- Familiarity with the Microsoft Office Suite (eg Excel/Word/Email) – laptop to be provided
- An understanding of the statutory duties and financial reporting for local councils, the lowest tier of Government
- Commitment to professional development and on-going training
- The ability to work flexibly to service Council's needs and attend evening meetings as necessary

Desirable Attributes:

- Earlier experience in local government administration (or similar)
- CiLCA qualification (or willingness to obtain it)
- Familiarity with the area covered and the work of the Parish Council