

DUNSTALL PARISH COUNCIL

www.dunstallparishcouncil.co.uk.

e-mail: clerk@dunstallparishcouncil.co.uk Tel: 01283-538983

JOB OPPORTUNITY **Parish Clerk and Responsible Financial Officer**

3.5 hours/week (working from home with a bimonthly evening meeting)
2025/2026 LC1 Scale SCP 7-12 (£13.26-14.36 dependent on qualifications)

Permanent contract subject to four-month probationary period

Application Closing Date: 21st February, 2025

Interviews to be held: February/March 2025

Start Date: 15th May 2025

Parish Description:

This mainly rural parish in the Borough of East Staffordshire has a small number of residents in two discrete centres of population. More details, including a map, can be found on the [Parish Council Website](#)

Job Description:

Council Administration & Legal Compliance: Meeting agenda preparation, minute-taking and ensuring execution of decisions made.

Provide advice on the legal responsibilities, best practice and Council's Policies.

Financial Management: Record and manage the receipts and payments, advise on the annual budget setting process, submit periodic S126 VAT reclaims and organise and report on both the internal audit and external reviews.

Community Engagement: Serve as the principal contact for the Council, respond to correspondence and ideally manage the Council's website.

Project Management: Support 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)
- Ability to work flexibly to service Council's needs and attend evening meetings as necessary
- Familiarity with the Microsoft Office Suite (eg Excel/Word/Email) – laptop to be provided
- Appreciation of the governance of and reporting required for civic parish councils
- Commitment to professional development and on-going training

Desirable Attributes:

- Previous 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

Application: By e-mail clerk@dunstallparishcouncil.co.uk OR a letter to
The Clerk, The Yews, Branston Rd, Tatenhill STAFFS DE13 9SA