

GRINSHILL PARISH COUNCIL

VACANCY: Clerk / Responsible Finance Officer (part time)

A vacancy has arisen for the above position to Grinshill Parish Council due to the retirement of our current Parish Clerk.

Start Date: Beginning of January 2027

Hours: 5 hours per week (flexible working)

Location: Primarily home based (for which an allowance will be paid)

Salary: LC1 SCP 9 – 13 (£27,254–£29,064 pro rata) according to NJC rates, dependent on experience and qualifications. The salary will be paid on a quarterly basis including travel expenses.

Please see below the details of the position. Additionally please see Attached :

Tasks of the role

Role / Person requirement

HOURS - 5 hours will be paid to you, with Parish meeting required, these are held during the evening between 6pm and 8pm 6 times per year, however when required additional meetings are arranged.

PROBATION PERIOD - This will be a 6 month period for both parties to assess the role and competences.

NOTICE PERIODS- during the probation period, this will be 1 month, on either side following a successful probation period this will increase to 3 months, on either side.

REPORTING TO - The Parish Council Chair

HOLIDAY ENTITLEMENT- you will accrue across the fiscal year January to December statutory holiday entitlement in line with government minimum.

ABSENCE ENTITLEMENT- dependant on type of absence you will be entitled to government statutory rates.

TRAINING - This is bespoke and SALC will send out to you any training they feel is required for you, i.e. Audit course. You are also able to request training where you feel this would be beneficial to the role.

Additionally, if required our current Parish Clerk has kindly offered to mentor the appointed person during the Parish Council meeting in November 2026. This would be on an expense basis only as the role start date is January 2027.

If you would like to apply for the role, please complete the Application Form attached and return completed to The Clerk, please also send in a copy of a current CV, if you feel this supports your application clerk@grinshillparishcouncil.gov.uk,

The closing date for applications will be 30th June 2026 with a view of holding interviews in July 2026.

Any personal details included will be treated privately and confidentially and in line with GDPR.

About the Role

Grinshill Parish Council is seeking a motivated and well organised Clerk / Responsible Finance Officer to support the effective running of the Council. This is a varied and rewarding position at the heart of the local community.

Applicants must be computer literate with access to the internet. Previous experience as a Parish Clerk or knowledge of local government processes is required

The successful candidate should be willing to undertake ongoing professional development and study towards the Certificate in Local Council Administration (CiLCA) if not already held.

Key Responsibilities

- Preparing meeting agendas and taking accurate minutes
- Managing correspondence
- Liaising with social partners, volunteers, contractors, residents, and local government officers
- Maintaining financial records and managing the Council's finances.
- Organising internal and external audits
- Assisting with the Parish newsletter
- Ensuring all Council procedures comply with statutory requirements
- Providing professional advice to ensure the Council acts within its legal powers

The Clerk must be able to communicate confidently at all levels and work independently with professionalism and discretion.

Council Meetings

Attendance is required at Parish Council meetings held at Grinshill Village Hall (SY4 3JZ) on the first Monday every two months starting in January 2027.

Grinshill PC-Clerks tasks 2026.

Weekly. (5hrs per week)

- Set weekly prioritised work programme.
- Check and respond to emails.
- Read any documents from SALC, NALC, Shropshire Council, Police and others and take any required actions.
- Scan grant funding sites for additional resources for parish projects.
- Follow up on existing project actions with social partners, contractors, volunteers and Parish Councillors.
- Resolve any planning applications with members.
- Filling (hard copy and on line back ups)
- Phone contact/follow up work
- Thinking time to develop innovatory ways of tackling parish issues/projects.
- Review weekly work programme ready for the following week.
- Any **URGENT** actions required.

Bi-monthly.

- Oversight/direct input into articles for the local newsletter.
- Defibrillator checks, village volunteer reporting the data to the Clerk
- Oversight/management of any external works, manage/liaison with verge contract.

- Liaise with Parish Council partners – Shropshire Councillor, RAF, Police, West Mercia Probation Service Community Payback Teams, Shropshire Council – projects: Corbet Wood/Rights of Ways, Church, Village Hall the two Estates.
- Prepare payments/bank reconciliation, agenda, minutes, reports for the Parish Council.
- Updating project files.
- Follow up actions, issue cheques and write up the minutes from the Parish Council for circulation for/proving/amendment/agreement.

Quarterly/Annually.

- Oversight/liaison with the payroll contractor.
- Input for the responsible member for the website & social media platforms.
- Updating the Place Plan with any additional/amendments.
- Annual internal/external audit preparations, sign off and submission, budget and precept preparation, risk assessment and asset register preparation cross referenced with insurance documents.
- Verge project, raised bed, Remembrance poppies and other High Street projects
- Corbet Wood project development/delivery (partners, contractors, Parish Councillors/volunteers).
- Development of at least one external funding project grant application, undertake relevant monitoring returns for previous years successful bid/s, particularly EMG related to devolved service development
- Oversight of commissioning and reporting the inspection of assets with Parish Councillors.
- At least two on line training/briefing sessions each year keeping up to date with any new practices/procedures etc.
- Annual site visit/inspections across the parish reporting potholes, signage, flooding etc. to fix my street.
- At least twice a year Clerks meeting & Place Plan Officer meeting (online/face to face).