

NEEN SAVAGE PARISH COUNCIL

VACANCY

CLERK/RESPONSIBLE FINANCIAL OFFICER TO THE PARISH COUNCIL

A vacancy has occurred for the role of Parish Clerk/Responsible Financial Officer to commence from 1st December 2026.

The position is up to 20 hours a month, primarily an administration role working from home, with attendance required at monthly meetings in the Parish Hall – on the fourth Wednesday - the Annual Parish Meeting and occasional Working Group and Site Meetings as necessary during the year.

The salary is dependent upon qualifications and experience and will be calculated according to the National Joint Council rates within the LC1 SCP 3-17 range, currently £13.28 - £16.61 per hour. Mileage on Council business is reclaimable at 55p per mile.

Candidates must be computer literate and have internet access as well as having good communication, organisational and business management skills. Previous experience as a Parish Clerk or knowledge of Local Government is preferred but training and support will be provided.

As Clerk you will be responsible for the organisation of meetings including preparing Agendas, taking Minutes and advising the Council to ensure it acts within its powers; dealing with correspondence – mostly by email; liaising with Unitary Councillors and business partners such as Shropshire Council officers, West Mercia Police, Severn Trent and National Grid. As Responsible Financial Officer you will be responsible for the management of accounts – keeping the cashbook up-to-date, preparing bank reconciliations, budgets and financial monitoring reports, complete VAT returns, manage payroll, arrange audits, prepare risk assessments and ensure the asset register and insurance is also kept up-to-date.

If you are interested in this role or would like to see the Job Description, please contact the Chairman Arthur Ratcliff on 07866 055768 or email a.ratcliff@neensavageparishcouncil.org.uk or the Parish Clerk Mrs McBride on 07761 976610 or clerk@neensavageparishcouncil.org.uk

If you would like to apply for this role please send your CV with a covering letter to the Parish Clerk.

The closing date for applications is 31st October 2026. Interviews will be held w/c 9th November at Neen Savage Parish Hall.