

# Stoke Upon Tern and Sutton Upon Tern

## Appointment of Clerk / Responsible Financial Officer

SCP 15 -18 (£15.56 - £16.35 per hour)

Stoke Upon Tern and Sutton Upon Tern Parish Council's, although separate organisations, are jointly looking to appoint a Clerk / RFO to work 20hrs per week, primarily from home, but including evening meetings at agreed venues within the respective communities. This is an exciting opportunity for someone with energy and commitment to join a local government organisation in a senior position, working with our experienced team of Councillors and supportive community.

Stoke Upon Tern and Sutton Upon Tern are adjacent rural Parishes located on opposite sides of the A41 just outside Market Drayton. Home to an estimated 3000+ electors in a number of different settlements. Given their proximity to each other and the proposed redevelopment of Tern Hill Barracks (which is located across both Parishes) the councils are looking for one person to cover both roles, with a view to help move both Parishes to be more resilient and provide standardised processes.

The role of the Clerk is to ensure that each Council carries out all its statutory responsibilities, and conducts its business properly, providing independent, objective and professional advice to facilitate effective decision and policy making. In addition to the role of Clerk, the post is also the designated Responsible Financial Officer (RFO). The Clerk is accountable to each Council for the effective management of all its resources.

We are looking for a dynamic, proactive and enthusiastic individual who would be proud to serve the communities of Stoke Upon Tern and Sutton Upon Tern and who will help drive the ongoing development of the exciting plans for each parish.

For further details about the role that Stoke Upon Tern and Sutton Upon Tern Parish Council's fulfil and for more background on Stoke Upon Tern and Sutton Upon Tern, please refer to the following links

<https://www.stokeuponternparishcouncil.gov.uk/>

<https://www.suttonupontern-pc.gov.uk/>

for any further details and an application form please contact the Clerk

Applications must be sent to the current Clerk, Mr G Bould who can be contacted via email [clerk@stokeuponternparishcouncil.gov.uk](mailto:clerk@stokeuponternparishcouncil.gov.uk)

or

[clerk@suttonupontern-pc.gov.uk](mailto:clerk@suttonupontern-pc.gov.uk)

CLOSING DATE – 12pm 25/5/2026