

# Hadnall Parish Council

## Vacancy: Parish Clerk & Responsible Financial Officer

Location: Home-based (with local evening meeting attendance in Hadnall)

Hours: Minimum 30 hours per month (Flexible scheduling / approx. 7.5 hours per week).

Salary: Aligned with National Joint Council for Government Services Framework LC1 (subject to experience and qualifications).

### About the Role:

As the Proper Officer and RFO, you will be the sole administrator and financial manager for Hadnall Parish Council. You will serve as the Council's key advisor, ensuring that all legal and statutory obligations are met, while driving forward community projects and managing our digital infrastructure. This is an excellent opportunity for a self-motivated professional to support a proactive council in delivering positive outcomes for the local community.

### Key Responsibilities:

- **Administration & Governance:** Prepare informative agendas, attend bi-monthly evening meetings, take accurate minutes, manage the council's active action logs, administration of planning applications and maintain HPC policies and procedures.
- **Financial Management (RFO):** Manage the annual budget, reconcile monthly accounts, handle online banking using secure multi-factor authentication, process payments, and prepare the council for internal/external audits and VAT claims.
- **Data Security & Compliance:** Ensure full compliance with UK GDPR and data protection laws, maintain secure digital filing networks, and act as the point of contact for Freedom of Information (FOI) requests.
- **Community & Digital Communication:** Manage the council's secure .gov.uk website and social media presence, liaise with external bodies (for example Shropshire Council), and act as the council's public spokesperson.
- **Health & Safety:** Maintain statutory obligations, execute risk assessments, and oversee community assets or devolved local services.

### What We Are Looking For:

- Hold, or be actively working toward, the Certificate in Local Council Administration (CiLCA) (salary progression points are awarded for CiLCA and higher local governance qualifications).
- Strong administrative, organisational, and time-management skills with the ability to work independently from a home office.
- Proficiency in Microsoft Office (Word, Excel), email, and online banking structures.
- Excellent written and verbal communication skills for dealing with councillors, residents, and external partners.
- Strict attention to detail regarding legal frameworks, policy tracking, and budgeting.

### How to Apply:

Please send your CV and Covering Letter to:

Contact Point: Cllr Stephen Downing Vice-Chair HPC.

email Applications To: [stephen.downing@hadnallcouncil.co.uk](mailto:stephen.downing@hadnallcouncil.co.uk)

Closing Date for Applications: (14<sup>th</sup> August 2026)

*Hadnall Parish Council is an Equal Opportunity Employer.*