



## SHOTTON PARISH COUNCIL

### Recruitment Pack:

### **Clerk & Responsible Financial Officer**

#### **Introduction**

Thank you for your interest in the post of Clerk and Responsible Financial Officer to Shotton Parish Council. We hope this Recruitment Pack will assist you in considering whether to apply. The pack contains:

- Overall Role Responsibilities
- Specific Responsibilities
- Job Description
- Core Duties
- Person Specification
- Key Terms and Conditions
- Application Process
- Equality & Diversity Policy
- Job Advert

Applications **must be submitted** using the official application form (CVs alone will not be accepted).

If you have any accessibility needs or require the application in a different format, please let us know.

**Application Deadline: 6:00 PM Sunday, 15<sup>th</sup> February 2026**

Email submissions to: [clerk@shottonparish.gov.uk](mailto:clerk@shottonparish.gov.uk)

Enquiries: Stuart Wardle 07904 278889

## **Role of the Clerk to the Council**

### **Overall Responsibilities**

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

### **Specific Responsibilities**

- i. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- ii. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT in accordance with the requirements of the designated the Responsible Financial Officer.
- iii. To ensure that the Council's obligations for Risk Assessment are properly met.
- iv. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval other than where such duties have been delegated to another Officer.
- v. To attend all meetings of the Council and all meetings of its committees and sub-committees other than where such duties have been delegated to another Officer.
- vi. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
- vii. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- viii. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- ix. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- x. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
- xi. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- xii. To act as the representative of the Council as required.

- xiii. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- xiv. To prepare, in consultation with the Chairman, press releases about the activities, or decisions of the Council.
- xv. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- xvi. To work towards the achievement of the status of a CILCA Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
- xvii. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council including membership of your professional body The Society of Local Council Clerks (SLCC).
- xviii. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

### **Job Description**

Post Title: Clerk & Responsible Financial Officer

Salary Scale: NJC Scale SCP 24–32 (£35,412 – £42,839 Full Time Equivalent) dependent on experience)

Hours: Part Time, 20 hours per week (Flexible working considered) Monthly evening meetings and occasional events required.

Location: Home based (with potential for hybrid working)

Contract Type: Permanent, subject to a 6-month probationary period

Reports to: Chair of the Parish Council

### **Terms & Conditions**

- Salary (Depending on experience): NJC SCP 24–32 (£35,412 – £42,839 FTE)
- Working Week: 20 hours/week (including evening meetings and occasional events)
- Probation: 6-months, including comprehensive handover from current clerk and support
- Leave Entitlement: 23 days pro rata (increasing with service) + statutory holidays
- Pension: Durham County Council Local Government Pension Scheme
- Training: Full support to achieve CiLCA and other CPD
- Flexible Working: Considered, including phased job share for right candidate(s)

### **Core Duties:**

- Advise Council on legal and procedural matters
- Ensure compliance with local government law and regulations
- Maintain the Parish Council's financial accounts and prepare annual budget/precept
- Lead community engagement activities
- Maximise external funding and partnership working
- Prepare for and attend evening meetings
- Act as line manager to the Council's staff
- Maintain digital and physical records in compliance with GDPR

<b>Personal Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education: 5 GCSEs or equivalent including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree or HND level</li> <li>• A recognised qualification in local government administration</li> <li>• CILCA qualified</li> </ul>
<b>2. Work Experience</b>	<ul style="list-style-type: none"> <li>• Good office management skills</li> <li>• Experience of organising meeting, preparing agendas, taking minutes and preparation of reports/documents.</li> <li>• Experience of working in a financial setting, including preparation and monitoring of budgets and preparation of basic accounts.</li> <li>• Experience of dealing with the public</li> </ul>	<ul style="list-style-type: none"> <li>• Previous local government experience ideally as a Local Council Clerk</li> <li>• Previous experience of updating and maintaining a website</li> <li>• Experience of working under Local Council's Legal &amp; Financial frameworks</li> <li>• Experience of grant applications</li> <li>• Partnership working</li> </ul>
<b>3. Skills / knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>• High level of IT literacy (Microsoft Office/Accounting Software) – typing and spreadsheet skills</li> <li>• Ability to minute meetings.</li> <li>• Able to produce reports on financial and other matters</li> <li>• Good communication skills, both verbal and written</li> <li>• ability to maintain good relationships with Councillors, stakeholders, contractors and the public.</li> <li>• Ability to meet deadlines, work independently and manage priorities reporting progress and results.</li> <li>• Presentational skills.</li> <li>• Ability to solve problems.</li> <li>• Ability to undertake research by accessing and sourcing information from the internet and other resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Good analytical skills</li> <li>• A basic knowledge and understanding of the General Data Protection Regulations. Experience of Local Government.</li> <li>• An understanding of the local government context, the position of a Parish Council within that and legal framework in which a Parish Council operates</li> <li>• Ability to protect confidentiality and take an objective and professional approach</li> <li>Knowledge of the East Durham area and of the issues affecting a Parish Council within that area.</li> </ul>
<b>4. Motivation</b>	<ul style="list-style-type: none"> <li>• Self-reliant and self-motivated</li> <li>• Flexible and adaptable</li> <li>• Committed to continuous professional development</li> </ul>	
<b>5. Other</b>	<ul style="list-style-type: none"> <li>• Able to attend evening meetings and demonstrate flexibility as required</li> <li>• Possesses a relevant driving licence and has access to/use of a vehicle</li> <li>• Ability to travel</li> </ul>	

## APPLICATION PROCESS

To apply, submit a completed application form by 6:00 PM on Sunday, 15<sup>th</sup> February 2026:

To: [clerk@shottonparish.gov.uk](mailto:clerk@shottonparish.gov.uk)

Subject line: **Confidential – Clerk Application**

- Interviews to be held shortly after the closing date.

# **SHOTTON PARISH COUNCIL EQUAL OPPORTUNITIES POLICY**

## **EQUAL OPPORTUNITIES POLICY**

### **LEGAL POSITION**

It is unlawful to discriminate against an individual on the following grounds:

- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**
- 

Under the Equality Act 2010 these are known as “protected characteristics”.

### **PURPOSE**

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

### **SCOPE**

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

### **OUR COMMITMENT**

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy adopted by the council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimisation through the council's Grievance procedure.

This policy is fully supported by all Members of the council.



## **Clerk to the Council & Responsible Financial Officer Shotton Parish Council**

**Salary (Depending on Experience): NJC SCP 24–32 (£35,412 – £42,839 Full Time Equivalent)**

**Part Time – 20 hours/week**

+ Working from home allowance and IT equipment

Some evening meetings and occasional events required

Flexible Working Considered

Shotton Parish Council is seeking an organised, proactive, and community-minded individual to take on the role of Parish Clerk and Responsible Financial Officer following the retirement of our current Clerk. This is a pivotal leadership position supporting councillors, managing finances, and helping deliver local projects that make a difference in our community.

There will be a **6-month probationary period including a comprehensive handover from the current clerk.**

The successful applicant will be an excellent communicator, have sound administrative, IT and financial skills, and be committed to public service. Experience in local government administration and finance is desirable but not essential. Training will be provided, including support to gain the CiLCA qualification if required.

Evening meetings and occasional events attendance is required.

**Closing Date:** 6:00 PM on Sunday 15<sup>th</sup> February 2026

**Applications to be sent by email to:** [clerk@shottonparish.gov.uk](mailto:clerk@shottonparish.gov.uk)

Contact the Clerk for more information:

Mobile: 07904 278889

E-mail: [Clerk@shottonparish.gov.uk](mailto:Clerk@shottonparish.gov.uk)

Web: [www.shottonparish.gov.uk](http://www.shottonparish.gov.uk)

**Shotton Parish Council is an equal opportunities employer.**

