



Woodborough Parish Council, Nottinghamshire

Vacancy

Clerk/Responsible Financial Officer

Accountable To	The Council
Hours	Part-time 18 hours per week
Salary	LC2 SCP 18 to 23 £16.35 to £17.85 (equivalent to £31,537 - £33,699 FT pa) Pension scheme: LGPS
Contract	Permanent
Location	Home working. Laptop and phone will be provided. Meetings are held in the evening in Woodborough Village Hall On site visits in Woodborough will be required at times
Closing date	30 th November 2025
Interview Date	5 th and 8 th December
Preferred Start Date	1 st March 2026

Woodborough is a rural village on the eastern side of Nottingham. It has a population of around 2,000 residents. Our original agricultural village was mentioned in the Domesday book and each subsequent century has seen further building and development.

There is a strong community feel and many local interest groups meet at various venues found in the village. The Parish Council is made up of a range of residents, from those that have lived here all their lives to relative newcomers. We are a non-political council, coming together over our shared desire to ensure that Woodborough continues to be an attractive and harmonious place to live.

Due to the retirement of our well respected Parish Clerk we are now looking for someone to take on this role and work with us to continue to fulfil our duties.

Key responsibilities include:

- Organising, preparing for and attending council and committee meetings.
- Implementing council decisions and overseeing projects.
- Managing the council's finances and acting as Responsible Financial Officer.
- Managing correspondence and communication.
- Supervising staff (currently 1 other) or contractors.
- Providing advice to the council on all matters, ensuring compliance with legislation.

We are ideally looking for someone who:

- Has experience in senior administrative roles, preferably in local government administration or within a parish or town council
- A flair for written English, able to write elegantly, accurately and succinctly – distilling lengthy discussions into concise minutes.
- Financial management, ideally book keeping qualifications and experience but as a minimum you should be confident with Excel spreadsheets to budget and produce reports.
- Proficiency in using Word, Excel and Microsoft Office to manage emails and file storage.
- People management experience.
- Good communication and interpersonal skills.
- Ability to manage a varied workload.

In return we will offer you:

- A full induction and extended hand-over period
- A permanent part-time contract
- Flexibility to work mostly from home and to largely organise your own time
- Full training opportunities
- A collaborative and respectful working environment
- Opportunity to be part of a positive and friendly team

If you wish to find out more about this role please contact either:

our current Clerk: Averil Marczak clerk@woodboroughpc.org.uk

or our current Chair: Liz Anderson cllr.anderson@woodboroughpc.org.uk