Annesley & Felley Parish Council

Parish Clerk: John Barlow
1a Dorchester Drive
Mansfield
Nottinghamshire
NG18 4QQ

E-mail: clerk@annesleyparishcouncil.gov.uk

Parish Council: Annesley & Felley Parish Council

Position: Parish Clerk and Responsible Financial Officer

Hours: 15-18 hours per week to be agreed

Salary: National Joint Council (NJC) - Scale SCP 13 (£15.56/hour to SCP17 £16.61/hour) **-** depending on experience.

Location: Home-based

Annesley & Felley Parish Council is seeking a motivated and highly organised Parish Clerk and Responsible Financial Officer (RFO) to support the effective running of the Parish Council and to act as its Proper Officer.

The Role:

- Preparing agendas, minutes, and supporting papers for council meetings
- Advising councillors on governance, policies, and statutory duties
- Managing all correspondence and public enquiries
- Financial administration including budgeting, accounts, payroll, VAT and all statutory reporting
- Carrying out all council administration, including the Cemetery, Parish Hall, Grounds Maintenance and Allotments
- Supporting projects
- Ensuring compliance with all relevant legislation
- Some evening work will be required to attend council meetings

The Ideal Candidate:

- Excellent organisational, communication, administration and IT skills
- Ability to work independently and manage competing priorities
- Integrity, discretion, and attention to detail

- Experience in local government administration and/or finance
- Training and professional development will be supported.

What We Offer:
- Flexible working arrangements
- Supportive councillors and training opportunities
- Salary on NJC scale, dependent on experience and qualifications
- Work place pension scheme after three months service
- Laptop and printer will be provided together with a financial contribution towards – home internet usage, telephone and working from home allowance
- Mileage in connection with Parish Council business will be paid at the HMRC recommended mileage rate
- Annual holiday entitlement - initially 25 days per annum rising to 28 days per annum

Equal Opportunities:
Annesley & Felley Parish Council is committed to equality of opportunity and welcomes applications from all sections of the community.

How to Apply:
Submit full CV by email to clerk@annesleyparishcouncil.gov.uk

Closing date for applications is 30th November 2026 - it is anticipated that interviews will take place during December 2026.