



VACANCY

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary: £42,708 - £45,718 per annum (SCP 33 – 36) depending on experience.

Hours: 37 hours a week, to include some evening and occasional weekend work.

Location: Dodington Parish Council, Dodington Parish Hall, Finch Road, Chipping Sodbury, South Gloucestershire, BS37 6JZ

As Parish Clerk and Responsible Financial Officer, you will deliver council aims and ambitions in a new phase for local government. This is a pivotal role, joining a vibrant local council.

Dodington Parish Council is a busy, pro-active parish council, working with the local community to provide services including allotments, burial grounds, summer playscheme, play areas, parks, Wapley Nature Reserve and wellbeing area. The council has fifteen members and is led by the Chair of the council.

Situated between Bristol and Bath, it is in the unitary authority of South Gloucestershire Council. With a population of around 8,700, the parish is made up of three wards, covering part of the Chipping Sodbury postal area, Shire Way estate in the Yate postal area and a large rural area including the villages of Dodington, Codrington and Wapley.

What will you be doing

- Taking ownership of all council administration duties, you will clerk and attend meetings, prepare accounts, and play a key role in the organisation of council events.
- You will be responsible for the management and training of eight team members, including the completing of appraisals and managing staff holidays and sickness.
- This is a busy and varied role requiring considerable administrative and organisational skills and the ability to work under pressure, whilst dealing with matters using diplomacy and tact.



What we need from you

- Show previous experience of excellent administration and clerical skills in the workplace,
- You will be competent in all areas of I.T and computer software packages.
- Given the importance of the role, the ideal candidate will already have experience in local government and hold the Certificate in Local Council Administration or be willing to work towards this.
- You will be prepared to work towards and achieve the status of Qualified Clerk, to meet the compliance and effectiveness for the position of Clerk to the council.
- The ideal person will be sociable and affable, self-motivated and able to maintain good relationships with employees, council members, contractors and the public.
- You will be able to show that you have previous experience of line management whilst being able to manage your own time effectively.
- The council values its staff, and the successful candidate will be supported by the Deputy Parish Clerk with appropriate training provided.

Additional Information:

- The offer of employment will be subject to successfully completing an Experian and enhanced DBS check.
- You will be eligible to join the Local Government Pension Scheme (following a successful probationary period).

For more information and an application form please contact Pip Tymon, Deputy Parish Clerk at pip@dodingtonpc.org.uk - further information can also be found on the Dodington Parish Council website: <https://www.dodingtonpc.org.uk>

Applications are to be submitted by the 27th June 2025.