Bow Brickhill Parish Council

Parish Clerk/Responsible Financial Officer

Bow Brickhill Parish Council is seeking to recruit a Parish Clerk/Responsible Financial Officer ('RFO'). In common with many parish councils, this is a combined role.

Ideally, you will be a qualified parish clerk or have experience of working in a local council or similar and be willing, if necessary, to obtain the CiICA qualification. You will be responsible for delivering the council's services and managing its finances. Training and support will be provided.

Depending on qualifications and experience, the salary range will be in line with the NJC LC2 spinal column points 18-23 and qualifies for the Local Government Pension Scheme. Because working hours typically vary from week to week, the hourly rate of pay has been set at £12.70.

Evening meeting attendance is required at least 10 times per year.

You will need to be enthusiastic, flexible and community-focused with a 'hands on' style and sound administrative, inter-personal, finance and IT skills in order to work successfully with councillors, external organisations, stakeholders and the public.

Bow Brickhill is a vibrant community that is facing considerable challenges from large scale development. The Parish Council is active and forward-looking, effective and well-liked by the community it serves.

If you are interested in applying for the position or would like further information, please contact Tony O'Rourke, the present Clerk, via email at: clerk@bowbrickhill-pc.gov.uk