PARISH CLERK AND RESPONSIBLE FINANCE OFFICER

Full time 37 hours per week, hybrid working can be discussed

Office: Broughton Pavilion, 139 Tanfield Lane, Broughton, MK10 9NJ

Salary range: £37336 - £44428 SCP 29 – 36 depending on experience

Broughton and Milton Keynes Parish Council is a progressive organisation that has grown considerably in service offer and assets within the last 12 months. This has meant that the Council has taken on more resources both employed and contracted to assist with the delivery of these services. The Council have ambitious plans to further expand the services and social projects we can offer in the upcoming years and we are looking for someone to head up a strong staff team of 5, who will work effectively with councillors, partners and the community to enable the Council to continue making a positive impact to help us deliver on our pledges.

We are seeking a candidate with sufficient knowledge, resilience and leadership skills to deliver the business of the council and ensure that our democratic responsibilities are carried out lawfully and in the best interests of residents.

Ideally you will be an experienced local government professional with the CiLCA qualification. However, studying for this would be funded in the first year of employment for a candidate bringing transferable skills from other backgrounds.   Proven experience of managing a team of dedicated staff with empathy and focus is very important, and working on applications for additional funding will be a significant part of the role as will developing the delivery of projects in the pipeline and sourcing new opportunities. You will need experience in financial management, budgeting and fiscal reporting to do this role justice.

This role requires someone who is looking for a challenging change of pace and direction. You will need to be a self starter and enjoy using your initiative to think outside the box so being highly organised is a must. As you will be dealing with people on many different levels, strong communication and presence is needed.

The role is full time (37 hours per week) and will involve some evening working. The final salary will be dependent on the successful candidate’s breadth of experience.

This is an exciting opportunity to lead a forward thinking, proactive team of councillors and staff, with the stated objective of working to support the community.

If you would like to talk to the present incumbent about any aspect of this role or would like to apply for an application pack, please telephone 01908 108358 or email [clerk@broughtonandmkv-pc.gov.uk](mailto:clerk@broughtonandmkv-pc.gov.uk). Closing date for any applications is 15th March 2024.