

**Parish Council Clerk/RFO**

Wavendon Parish Council is currently seeking a Clerk & Responsible Financial Officer (RFO) to join their team.

The parish of Wavendon lies in the Milton Keynes City Council area, approximately 50 miles from central London at the centre on the Oxford / Cambridge Arc sitting on the proposed East West Rail link and within 15 miles of the new Universal Studios Theme Park. It has a community that has experienced enormous change in recent years as Milton Keynes expands into the parish area, seeing a growth from 350 dwellings in 2005 to 4,500 today, and with many more on the way. The core strategic directive for the council is *One Wavendon*, blending successfully the old with the new. Wavendon Parish Council is made up of nine Parish Councillors and supported by three City Councillors.

The position is office based, at 36 hour per week. The salary will finally be dependent on relevant experience and qualifications, plus standard pension as appropriate and expenses.

Interviews will be arranged subject to the availability of applicants at a mutually convenient time. For an informal discussion on the role, please contact Cllr David Hopkins, Chairman of the Parish Council on david.hopkins@milton-keynes.gov.uk

**Key Responsibilities**:

* Providing advice to the council on all matters, ensuring compliance with legislation.
* Managing the council's finances and acting as RFO.
* Preparing for and attending council and committee meetings.
* Managing correspondence and communication.
* Supervising any staff or contractors.
* Implementing council decisions and overseeing projects.

**Essential Skills and Experience**:

* Proven experience in local government administration, preferably within a parish or town council setting
* Strong financial management and bookkeeping skills.
* Excellent communication and interpersonal skills.
* Ability to work independently and manage a varied workload.
* Knowledge of relevant legislation and regulations.
* Proficiency in Microsoft Office Suite.
* CiLCA (Certificate in Local Council Administration) or willingness to work towards it is desirable.

Salary: Local Government Scale SCP 30 to 34 (£36,298 to £40,478 pa) (depending on experience and qualifications)

• To Apply: Please send your CV and a covering letter outlining your suitability for the role to

Wavendon Parish Council Clerk clerk@wavendonparishcouncil.gov.uk by 25th August 2025