

NORTH CRAWLEY PARISH COUNCIL

VACANCY FOR CLERK AND RESPONSIBLE FINANCE OFFICER (RFO)

Salary Scale: SCP 12-17 (£14.36-£15.58 per hour). Starting salary depending on experience and qualifications

Hours: 10 hours per week (including attendance at PC evening meetings).
Hours to be worked flexibly, mainly from home

North Crawley is located within the rural area of Milton Keynes, approximately two and a half miles from Newport Pagnell, and has around 800 residents. The Parish Council has seven councillors with a focus on community and takes pride in looking after the recreation ground, play areas, footpaths and cemetery.

Due to the planned retirement of the present Clerk/RFO, we are looking for someone who will be responsible for the administration of the Council. The role is part-time with work mostly being done from home with some work required in the evenings for monthly Council meetings. You will also be required to occasionally meet and liaise with people within the Parish, so it is necessary for you to live within reasonable travel distance.

As the Council's Proper Officer, you will be responsible for all aspects of Council operations including making sure the Council fulfils its legal, statutory and other duties. You will be the main point of contact for the Council, dealing with residents and contractors and leading on projects. As RFO, you will be responsible for ensuring that the Council operates within financial regulations and for preparing the Annual Statement of Accounts (AGAR).

The role of a parish clerk is very varied so we are looking for someone with excellent communication skills who can manage multiple tasks and priorities and is willing to work flexibly as part of a friendly team of councillors. The successful candidate will need to demonstrate they understand the requirements of the role including the level of literacy and numeracy necessary to prepare high quality records and reports, including minutes of meetings, and maintain a basic set of accounts using a computerised package (Scribe). Full training including CiLCA will be supported and encouraged.

It is possible that this post could suit an existing Clerk or someone who is interested in beginning a career in local council administration.

Closing date for applications: 31 August 2025 (please note that suitable candidates might be interviewed before the closing date)

Start date is negotiable but as soon as possible. A detailed handover from the present Clerk/RFO will be available

For further information including a job description and application form please visit our website - www.northcrawley-pc.gov.uk

Or contact the present Clerk on clerk@northcrawley-pc.gov.uk or 01234 391501 / 07885 758883 for an informal conversation