



Clerk to Downley Parish Council and Responsible Financial Officer

Downley is a village and civil parish in Buckinghamshire. Set high in the Chiltern Hills, overlooking the town of High Wycombe, the community has around 5,100 residents.

This part-time role, 30 hours per week, is an opportunity for an individual who wants to develop their skill sets and knowledge in the public sector. Following the introduction of a single Unitary authority for Buckinghamshire in April 2020, this role may evolve to take on new responsibilities or activities offering further opportunities for development.

The position involves the statutory role of Proper Officer of the Council.

The jobholder will be able to:

- Perform the day-to-day activities necessary to ensure the Council is compliant with all statutory requirements, including the preparation of timely agendas, reports, and minutes for all meetings
- Maintaining all financial records, payment of invoices and income from allotment rents, preparing regular reports to Council including the Annual Budget and financial returns
- Work with partners including other Public Sector bodies
- Communicate effectively and proactively with Councillors
- Engage with the community and communicate the Council's objectives and activities effectively.
- Managing the Council's website and social media
- Manage specific projects from inception to completion

The job requires flexibility as work in the evening (to attend meetings) and occasional weekends will be essential in the role. Time off in lieu applies.

Salary c£20,000

Applicants are required to complete an application form available on our website. A supporting CV and covering letter are optional. Please email clerk@downleyparishcouncil.org

For an informal chat about the role please telephone 01494 257711 between 9am-1pm

Closing Date 5pm Friday 12 February 2021

Interviews week commencing 22 February 2021