

WICKEN PARISH COUNCIL

has a vacancy for a

CLERK AND RESPONSIBLE FINANCIAL OFFICER

Wicken Parish Council has a vacancy for a Parish Clerk and Responsible Finance Officer. Wicken is a village and civil parish of 286 electors in 2025 and a council of seven councillors. It is about one mile north of the A422 road between Milton Keynes and Buckingham. The post is available from 1st April 2027, although an earlier start date is possible.

The role: Primarily working from home, you will be responsible for managing the council's business and finances. You will work with the Chair and councillors to support sound decision-making, provide objective advice, and manage the council's day-to-day administration and finances. The finance function is supported by a user-friendly system designed for parish councils. Attendance at parish council meetings is also required as part of your working hours; these are currently held in the evening on the second Wednesday in January, March, May, July, September and November. Training and a "handover" period will be offered. If a fuller explanation of the role and responsibilities is required an introductory meeting with the current clerk can be arranged.

The person: You will be computer literate, particularly in email, Microsoft Excel and Microsoft Word, and will have excellent communication and organisational skills. A friendly, professional and positive approach is essential.

Salary: Salary scale LC1 (substantive benchmark range) (SCPs 7 to 12) £27,274 to £29,542pa pro rata (£14.14 to 15.31 per hour), depending on experience.

Hours: 20 hours per month

If you are interested:

Apply by email to Neil Gordon-Lee, Chair, Wicken Parish Council neilgordonlee@wickennorthants.co.uk
Interviews will be held in Wicken at a time to be arranged.

Closing date for applications: [10th January 2027]

Applications will be reviewed as they are received, and we reserve the right to close the vacancy early if a suitable candidate is identified.