

Buildwas Parish Council

Vacancy for Clerk & Responsible Finance Office

Applications are invited for the position of Clerk of the Council and Responsible Financial Officer at Buildwas Parish Council from September 2025.

Buildwas is a civil parish in the County of Shropshire, with currently 153 dwellings and 1,100 currently being built as part of the Buildwas Harworth Developments. Buildwas Parish Council is in the first tier of local government. The parish council consists of seven Councillors and the Clerk, together the council plays a vital role in representing the interests of the local community.

We are seeking a Clerk who can lead the parish council. You will be the Proper Officer of the Council and have a statutory duty to carry out all the functions required by law.

You will be joining the Parish Council at an exciting time as the parish grows and our remit of responsibilities and community-based initiatives increase.

You should have strong leadership and management skills and experience of working in Local Government. You will be responsible for ensuring the council receives the advice and information it requires to ensure good governance. We are looking for a highly motivated and community focused individual to take the lead on council projects.

Duties include: the preparation of agendas, minutes, accounts, payroll, pensions, budgeting, invoicing and payments, report writing, management of grounds, street lighting and other maintenance programmes, liaising with organisations and members of the public.

The salary is based on 8 hours per week and will be calculated according to the National Joint Council for Local Government Services (NJC) rates dependent upon qualifications and/or experience but will be within the range SCP 17-20. This will be a home-office based role with home office allowance claimable, as well as mileage for Council purposes.

Attendance is required at the parish council meetings held at Buildwas Village Hall every 2 months.

For an application pack or an informal discussion please phone the Clerk, Mr C Furnival via email at clerk@buildwas-pc.gov.uk

Applications must be received by 12pm on 5th September 2025, interviews are expected to commence week of 8th September 2025.