Buckingham Town Council

JOB VACANCY

TOWN CLERK

Based at Town Council Offices, Buckingham

37 Hours per week
SCP 46-49 (£60,454 - £64,926) depending on experience

Buckingham Town Council is seeking to appoint a forward thinking and proactive Town Clerk to take responsibility of all aspects of the managerial, financial and administrative operation of the Council.

The Town Clerk will be responsible for the management of the Council's finances and is designated as the Responsible Financial Officer. The Town Council aims to provide good quality services for the community and to maintain these to a high standard. The Town Clerk will ensure the delivery of these services and will be accountable to the Town Council.

The Town Clerk will advise the Council on, and assist in the formation of, overall policies to be followed in respect of its activities. In particular, they will produce all information required for making effective decisions. The Town Clerk is accountable to the Council for the effective management of all its resources.

Applicants must be able to demonstrate significant managerial and financial experience and should have extensive knowledge of local government law and procedures, hold a relevant professional qualification and show that they have, or are willing and able to obtain, the Certificate in Local Council Administration.

Applicants should read all of the Application Pack prior to completing their application and make clear in their application why they are interested in the position and what relevant skills and experience they have, with reference to the Job Description and Person Specification.

The application form should be completed in full and shortlisting will be based solely on the information provided on the form. **CVs will not be accepted.** Please note the post is subject to an enhanced DBS check.

Application packs are available from www.buckingham-tc.gov.uk and should be submitted either by post to:

Private and Confidential – Town Mayor
Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham, MK18 1JP

or by email to: fdavies@cllr.buckingham-tc.gov.uk

We ask that you also submit an Equality and Diversity Monitoring Form with your application.

The closing date for receipt of applications is **Sunday 6th December 2026 at 12 noon.**

For an informal discussion about the post, please contact Fran Davies, Town Mayor on 01280 816317 or email fdavies@cllr.buckingham-tc.gov.uk

Buckingham Town Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates.

Job Description

Post Title: Town Clerk
Accountable to: Full Council
Line Manager: Chair of Resources Committee

Job Purpose:

- Undertake the duties of the Proper Officer, Head of Paid Service and Responsible Financial Officer of Buckingham Town Council and act in accordance with the statutory duty to carry out all the functions, and, in particular, to serve or issue all notifications required by law of a local authority's Proper Officer
- Take full responsibility for ensuring that the instructions of the Town Council in connection with its function as a Local Authority are carried out
- Advise the Town Council on Standing Orders and policies to be followed, in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions
- Be accountable to Buckingham Town Council, for effective management of all its resources
- To ensure an effective organisational structure is developed and implemented to meet the needs of the town council whilst balancing the need for financial efficiencies
- Overall responsibility for all the financial records of the Council and administration of its finances
- Overall responsibility for ensuring compliance with current Health and Safety regulations
- Overall responsibility for Planning and legal implications arising from Planning applications
- Overall responsibility for Cemetery Management and ensuring the council meets the statutory requirements for the safe custody of all documents, deeds, records and burial registers

1. General Duties

- Develop proposals for the long-term strategic vision for Buckingham, taking into account developments in local government policy
- Prepare, in consultation with appropriate members, agendas for meetings of the Town Council and its committees, attend such meetings and prepare minutes for approval
- Manage, monitor and control town council facilities, service agreements and any partnerships entered into by them
- Act as Council's lead officer for future major projects
- Liaise and represent the council with the public, other public bodies and organisations including attending meetings with key stakeholders and positively promoting the council within the local community
- Identify relevant sector-related information and distribute to Councillors
- Receive and deal appropriately with correspondence and documents on behalf of the Council

- Study reports and other data on matters relating to the business of the Council, and discuss matters with specialists where required
- Draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and advise on feasibility, practicability and likely impact/effects of specific courses of action
- Act as the Council's press officer in line with the Council media policy
- Attend relevant training courses to maintain continuous professional development
- Attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies
- Other duties as the Council may reasonably require

2. People Management

- As head of paid service have overall responsibility for all BTC staff, ensuring that all requirements of employment legislation are adhered to. Further to be responsible for all aspects of the management and employment of staff
- Undertake direct line management of specified staff members in keeping with the staffing structure of the Town Council
- Undertake all necessary activities in connection with the management of salaries and conditions of employment

3. Financial / Physical Resources

- Act as Responsible Financial Officer for the Council in respect of expenditure, income and fixed assets
- Overall responsibility for the preparation of the annual budget including precept, and the submission of annual accounts in accordance with financial regulations
- Have delegated responsibility for expenditure as per the scheme of delegation (Currently £10,000 general and £25,000 emergency).
- Take responsibility for annual monitoring and balancing of the Council's accounts and preparation of records for audit purposes and VAT, and ensuring these provide value for money

4. Policy

- Ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed, and ensure that Council members have an up to date understanding of their statutory and other responsibilities
- Responsible for Buckingham's Neighbourhood Development Plan (NDP) and continuously monitor developer adherence to the Buckingham NDP
- Ensure that the Council's obligations to insure are properly met
- To develop and maintain a performance management framework which keeps managers, staff and Council informed of progress against business plan
- Monitor the implemented policies of the Town Council to ensure they are achieving the desired result and, where appropriate, suggest modifications
- To be a proactive and innovative leader who advises and obtains advice for Council and works with Council to define strategies, policies and principles.

- To act as the official representative of and a high-profile ambassador for the Council as required, and build effective relationships with the public, press and other organisations as appropriate and in partnership with other staff and councillors

Person Specification

Post Title: Town Clerk

Accountable to: Full Council

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Experience as the Clerk or Deputy Clerk of a large parish or a town council Or Experience of managing a multidisciplinary team at a senior level in the public or private sector	Experience of using a computerised finance package in a local authority context Experience of personnel procedures and record keeping Experience of working as, or supporting, a Responsible Financial Officer, handling precept, budget planning, keeping accounts and generating financial reports and statutory reports, including year-end and audit Experience of Health & Safety at Work Experience of working with Councillors, trustees or governors	Application form Interview
QUALIFICATIONS / TRAINING	Degree or HND/HNC in relevant discipline	Certificate in Local Council Administration	Application form

SKILLS & KNOWLEDGE	Extensive knowledge of local government law, administrative and committee procedures and working knowledge of planning law Good IT skills and proficient in the use of Microsoft Office software Confident user of social media	Record keeping Knowledge of managing and updating websites	Application form Interview
PRACTICAL & INTELLECTUAL SKILLS	Good communication skills, both written and verbal. Comfortable dealing with media enquiries Excellent planning and organisational skills, and able to prioritise workload Ability to lead a team, use independent professional judgement and work harmoniously with staff, public and Councillors Able to maintain confidentiality Able to demonstrate diplomacy and tact		Application form Interview
DISPOSITION/ ATTITUDE	Flexible attitude to work Mature and confident manner Able to work under		Application form Interview

	pressure Positive 'can do' attitude Methodical and thorough approach to tasks Able to anticipate problems and solve them		
SPECIAL REQUIREMENTS	Willingness to attend evening meetings and to work at the weekend and bank holidays if necessary	Driving licence	Application form Interview