



West Wycombe Parish Council is seeking a clerk to join their team

Hours: 9 hours per week

Location: Home-based

Contract: Permanent

Salary: Dependent upon skills, experience, and qualifications – Minimum hourly rate of £14.21

West Wycombe Parish Council are seeking a proactive and forward-thinking clerk & RFO (Responsible Financial Officer) who will lead on the delivery of the Council's services and activities, including the burial ground, allotments, Pedestal Playing Field, and grass cutting.

The successful candidate will be able to work effectively with councillors, local government partners, and parish residents to deliver the business of the council. They will also have the knowledge and experience needed to ensure the council's democratic responsibilities are carried out lawfully and in the best interests of residents. This post would suit an experienced local government professional or a person from another self-directed clerical role.

The Parish of West Wycombe is to the west of High Wycombe and extends from Chapel Lane in the east to the boundaries of Bradenham parish on the A4010 and Piddington parish on the A40. At its centre is West Wycombe village itself, large parts of which are National Trust-owned and which falls within a designated Conservation Area. The parish has a population of approximately 1,300 adults.

For further information please refer to the job description and person specification on our website.

For an informal chat about the role please contact the outgoing clerk, Sharon Henson, on 01494 448048 or clerk@westwycombeparishcouncil.gov.uk.

CV and covering letter to be submitted by email to, Simon Cope, the Chairman of the Parish Council: chairman@westwycombeparishcouncil.gov.uk by the closing date of Wednesday 8th November.

We are looking to hold interviews in the week beginning the 13th November.