



# Princes Risborough Town Council

## APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary within grade SCP 42-45 - £53,460 - £57,139

Full-time 37 hours per week

If you have a genuine interest in helping our forward-thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA - the Certificate in Local Council Administration), highly motivated, enthusiastic and community focused, you will bring sound leadership, staff management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this post, which will involve working evenings and weekends.

If you would like further information before submitting your application, please contact Cllr Matthew Walsh: [m.walsh@princesrisboroughtowncouncil.gov.uk](mailto:m.walsh@princesrisboroughtowncouncil.gov.uk) for an informal discussion.

For a recruitment pack and application form, please email [towncouncil@princesrisboroughtowncouncil.gov.uk](mailto:towncouncil@princesrisboroughtowncouncil.gov.uk) or call 01844 275912

**Closing date for applications:** Midnight of the 7th December 2025

**Interviews:** Week commencing 5th January 2026

Princes Risborough Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

### Princes Risborough Town Council

Wades Centre, Stratton Road, Princes Risborough, Buckinghamshire, HP27 9AX

**T:** 01844 275912 **E:** [towncouncil@princesrisboroughtowncouncil.gov.uk](mailto:towncouncil@princesrisboroughtowncouncil.gov.uk)

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[www.princesrisboroughtowncouncil.gov.uk](http://www.princesrisboroughtowncouncil.gov.uk)