Job Opportunity

Balsall Parish Council

Finance and Business Manager

Highly flexible hours averaging 30 per week, £22,000 to £27,000 per annum

Applications are invited for a Finance and Business Manager to fulfil the role of Parish Council Clerk at Balsall Parish Council. The person appointed will manage the delivery of council services, implement decisions of the council, manage the council's finances and advise the council. This is a community-based role requiring a commitment to our residents but offering very significant scope for initiative and flexible hours to suit candidate needs.

Balsall Common is set to expand significantly under the Solihull Plan which will provide significant scope for the parish council to provide enhanced facilities/civic enhancements/services for residents and receive sizeable additional income through the community infrastructure levy. The council has significant ambitions to ensure that our community expands in a positive way for existing and new residents.



Willow Park in winter

Candidates can come from the private or public sector and need not have performed this type of role in the past. What is required is experience of developing and managing budgets, attention to detail, managing people/contractors, good IT and written skills, excellent personal organisation and the ability to multi task. The person appointed must feel comfortable accepting responsibility, working with low supervision and delivering results. Knowledge of working on issues where an understanding of the law required would be helpful.

An accountant with facilities management skills or a project manager with good finance skills are just examples of the right background. There is lots of training and support available to develop a candidate with the right skills and who is self-motivated to learn.

If you are interested there is a candidate pack on the following link which will provide more detail and explain the simple application process.
https://balsallparishcouncil.sharepoint.com/:f:/g/EsGjpwQg_KJMgbaxBybvgAEBhNKS_IiM65PkmTKlsAqM-g?e=FsR5k1

You should seek to access the pack by 22nd January to make an application by 31st January.