

BIRCHWOOD TOWN COUNCIL APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER



**Salary within Grade LC2 (below substantive range)
8 to 12 hours per week**

NJC SCP 23, £17.85 per hour (2025/2026 pay scale)
Pay award pending for 2026/2027

Part-time | Permanent

Make a Difference in Your Local Community

Birchwood Town Council is seeking an experienced and motivated **Responsible Financial Officer (RFO)** to manage and oversee the Council's financial administration.

Birchwood Town Council is seeking an experienced and qualified Responsible Financial Officer (RFO) to manage and oversee the Council's financial administration. This statutory role is central to ensuring the Council's finances are managed in accordance with local government legislation and best practice.

Working closely with the Town Clerk, you will provide proactive financial management and governance support, helping ensure the Council's financial sustainability and compliance. Ideally you should possess the CiLCA qualification and have a sound understanding of local authority organisation and management.

The post is part time (8 to 12 hours per week) and some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this post.

Further Information

Application packs can be downloaded from:
www.birchwoodtowncouncil.gov.uk

For an informal discussion about the role, please contact the Locum Clerk:
01925 819440 | 07745 666320
rfo@birchwoodtowncouncil.gov.uk

Closing Date: Monday 31 August 2026

The Council may consider hybrid working arrangements in the future.

Birchwood Town Council is an Equal Opportunities Employer and welcomes applications from all sections of the community.