

VACANCY

RESPONSIBLE FINANCIAL OFFICER BIRCHWOOD TOWN COUNCIL



- 16 hours per week
- NJC SCP 23, £18.44 per hour (FTE £35,570 – pro rata for hours worked)
- Part-time | Permanent

Make a Difference in Your Local Community

Join Birchwood Town Council as our part-time Responsible Financial Officer and help safeguard the Council's finances while supporting services that make a difference locally.

As the Council's statutory financial adviser, you will ensure that its finances are well managed, compliant with local government legislation and aligned with recognised best practice.

Working closely with the Town Clerk, you will prepare budgets and financial reports, maintain accurate financial records, support effective financial controls and provide clear advice to councillors. You will also help the Council meet its statutory obligations and plan for long-term financial sustainability.

You should be confident working with budgets, financial records and reports, able to explain financial information clearly, and capable of working accurately and independently. Knowledge of local government is desirable but not essential

This permanent, part-time post is for 16 hours per week and requires occasional attendance at evening meetings. Nationally agreed terms and conditions apply.

For more information about the role, please contact the Office on **01925 819440** or email **clerk@birchwoodtowncouncil.gov.uk**

**Download the application pack, including full job description and person specification from:
www.birchwoodtowncouncil.gov.uk**

Closing Date: Monday 19th October 2026

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