



Horsforth Town Council

Vacancies for a Clerk and a Responsible Financial Officer

Whilst the Council is advertising for two roles, if you wish to apply for the combined roles, we will consider such an application. Please indicate in your application which role you are applying for.

Horsforth Town Council is an active council that seeks highly motivated, enthusiastic people to take on the posts of **clerk to the council** and **responsible financial officer (RFO)**.

Both posts are advertised as part time but subject to review as required.

The **clerk** role will be for 25hrs per week and the **RFO** role will be 16hrs per week.

The council is flexible regarding office or home working but for the **clerk**, we would expect at least 50% of the time spent in the office and attendance at evening meetings as required.

Salary for the clerk will be in accordance with National Joint Council (NJC) recommendations; pay scale LC2, points 26 to 32, dependent upon qualifications and experience.

Salary for the RFO will be on NJC pay scale LC1/LC2 points 15 to 20 dependent upon qualifications and experience.

For both roles you must be IT literate, able to use the Microsoft Office suite (for the **RFO**, especially Excel) and computer equipment is supplied.

For the clerk duties include but are not limited to: acting as advisor to the council which involves learning the relevant legislation, preparation of agendas and accompanying documentation, minute taking, compilation of correspondence and filing. In addition, the clerk is responsible for the management of other staff and council premises.

For the RFO duties include but are not limited to: carrying out all the financial functions, administrative procedures, financial records and policies in accordance with and directed by the council's financial regulations; to monitor and balance the council's accounts, prepare records for all audit purposes and VAT; to work closely with the clerk on all financially related matters; report to the council as and when required.

For both posts, prior relevant experience is desirable but training in all aspects of local government administration, leading to either the Certificate in Local Council Administration (**clerk**) or Finance in Local Council Administration (**RFO**) qualifications will be provided.

The application form, job specifications and person specifications are available from:

Horsforth Town Council

E-mail: admin@horsforthtowncouncil.gov.uk

Closing date for applications: 4pm on 20 February 2026.