



Atherstone Town Council

Join Our Team as Clerk & Responsible Financial Officer (RFO)

Are you passionate about local communities? Are you seeking a role where you can make a real difference? We're looking for someone with a *strong finance background* — especially someone skilled in **Sage software**. You will play a central role in shaping the council's direction, supporting councillors, managing projects, and ensuring strong governance and financial stewardship.

This is an exciting opportunity for someone who enjoys working with numbers, systems, and people, and who wants to help support and shape the future of our council.

What We're Looking For

- A solid financial background — experience with **Sage** is highly desirable.
- Confidence in using IT and digital systems.
- **Strategic management experience** — the ability to plan, lead, coordinate, and support council operations at a senior level.
- Experience in the **local government sector** is an advantage.
- Knowledge of local government processes is desirable but not essential — full training and support will be provided.
- Whether you're an experienced Clerk/RFO or someone with strong, transferable skills from another sector (finance, management, administration, operations, etc.), we'd love to hear from you.

Who You'll Work With

You'll be joining a small, supportive team that includes a Deputy Clerk and an Admin Assistant, all working closely with councillors, residents, and local organisations. This is a role rooted in community — you'll be helping deliver services, support local initiatives, and ensure the council runs smoothly and transparently.

Working Arrangements

You'll be **office-based for the first 6-12 months** to gain a solid understanding of the role, the team, and our systems. After this period, there may be the opportunity for **hybrid working**, depending on service needs.

What We Offer

- Part-time, flexible hours (25 per week). Some evening and weekend work may be required.
- Hybrid working potential after the initial office-based period.
- Salary aligned with Local Government NJC pay scales, based on experience and qualifications SCP 37 (£48,226 pro rata)
- Membership of the Local Government Pension Scheme.
- Comprehensive training and continued professional development, including support to achieve CiLCA.
- A meaningful role supporting and shaping your community.
- An inclusive and welcoming workplace — **we are an equal opportunity employer** and encourage applications from all backgrounds.



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How to Apply

Please complete the application form and send it to:

 CEO@WALC.org.uk

Closing date: Friday 20th Feb 2026 5pm.

Interviews: TBC