



The Council House, South Street, Atherstone, CV9 1DE

Clerk & Responsible Financial Officer (RFO)

Atherstone Town Council

Part-Time – 21 hours per week £22.58 per hour (SCP 33). Local Government pension offered.

Flexible & Hybrid Working Available (some evenings and weekends may be required).

Are you passionate about local communities and seeking a role where every day makes a meaningful difference?

Atherstone Town Council is seeking a dynamic, organised, and motivated Clerk/RFO to lead the Council's administration and finances as its most senior officer.

This is a flexible, part-time role (21 hours per week) with the opportunity for hybrid working, making it ideal for someone who values work-life balance while taking on a rewarding and varied position.

You will be working with a small team. Deputy Clerk and administrative assistant. There will be a 6-month probationary period.

The council is an equal opportunities employer and welcomes applications from all sections of the community. (Best Practice under the Equality Act 2010)

About the Role

As Clerk and RFO, you will:

- Be the Council's Proper officer and advisor, supporting councillors in delivering services and projects for the people of Atherstone.
- Manage the Council's finances, budgets, staff and statutory responsibilities.
- Ensure the smooth running of meetings, preparing agendas, reports, and minutes.
- Act as the key point of contact for residents, partners, and local organisations.
- Help shape the future of Atherstone through exciting community initiatives.

What We're Looking For

- Strong administrative and financial management skills.
- Excellent communication and organisational abilities.
- Confidence in using IT and digital systems.



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- Knowledge of local government is desirable, but not essential – training and support will be provided.

Whether you're an experienced Clerk/RFO or someone with transferable skills from another sector, we'd love to hear from you.

What We Offer

- Part-time, flexible working (21 hours per week).
- Hybrid working – some home working supported.
- Salary and terms in line with the Local Government NJC pay scales, dependent on experience and qualifications.
- Local Government pension.
- Full training and support, with opportunities for professional development (including the CiLCA qualification).
- A chance to play a key role in supporting and shaping your community.

How to Apply

Using the application form, please send completed forms to:

 CEO@WALC.org.uk

Closing date: 31st October 2025, 5 pm.

Interviews: TBC