



Much Wenlock Town Council

VACANCY

Responsible Financial Officer Part-time, 25-30 hours per week

LC2, SCP 20-25 (£32,597 – £36,363) pro rata,
dependent on experience

Due to the retirement of the current post holder, Much Wenlock Town Council is seeking to appoint a permanent, part-time, Responsible Financial Officer to work 25-30 hours per week as part of a small, friendly team. This is a varied and interesting role within a busy office and includes deputising for the Town Clerk when required, as well as administrative tasks including cemetery administration.

The role requires excellent financial management skills as well as an organised and methodical approach. Candidates must have previous experience of working in a similar role, ideally for a local authority. The role is based at the Council office in the centre of Much Wenlock and will require occasional evening working.

For an application pack please download details from our website www.muchwenlock-tc.gov.uk

or email: townclerk@muchwenlock-tc.gov.uk

Closing date for applications: **midday on Monday, 12th January 2026**
Interviews: week commencing Monday, 19th January 2026