SADDLEWORTH
Parish Council

Position: Finance Administrator

Location: Saddleworth Civic Hall, Uppermill.

Saddleworth Parish Council is seeking to appoint an enthusiastic, self-motivated Finance Administrator to work as part of our busy and friendly team.
The ideal candidate will have good organisational, numeracy and computer skills and be a good communicator.

The main purpose of the role is

- To manage and support all financial administration relating to the council's services and activities, ensuring that all legal requirements are complied with.
- To provide a comprehensive day to day support on all financial accounting practices in conjunction with the Responsible Financial Officer and Parish Clerk.
- To adhere to the council's financial policies and procedures and all other regulations and policies.
- To provide an efficient, responsive, and high-quality administrative service to the Parish Council.

Attendance at occasional evening meetings and events may be required. (additional salary paid/time off in lieu). Be prepared to offer flexibility in hours

Salary:

15 hours per week based on NALC/LGA band 6.

FTE: £26, 847; actual annual salary £10,884.

Enrolment in the Greater Manchester Pension Fund.

29 days paid holidays per annum pro rata plus Bank Holidays.

Close date for applications: **12noon Friday 4th December 2026.**

Interviews will take place: **Tuesday 15th December 2026**

SADDLEWORTH
Parish Council

General Information

Saddleworth Parish Council serves an area of outstanding natural beauty which is over half the geographical size of Oldham Metropolitan Borough.

Saddleworth is made up of 13 population centres in the former West Riding of Yorkshire. Uppermill is the commercial centre of the parish.

The Parish Council owns and runs Saddleworth Civic Hall which is the largest public meeting place in the area and is also the home for its offices and staff. It owns a cemetery and an allotment site in Uppermill; it has responsibility for Dawson's Field at Scouthead and other small sites across the Parish.
It is a statutory consultee on planning matters and is in the final stages of developing a Neighbourhood Plan.

The Council currently employs 7 part- time staff and 3 casual staff covering finance, administration, events management and caretaking.

Saddleworth Parish Council is an equal opportunities employer.

The job description, person specification and application form are available from the Council Offices, telephone 01457 876665
or by emailing: Joanne@saddleworthparishcouncil.org.uk

Completed application forms should be returned to the Parish Clerk, Karen Allott, Council Offices, Civic Hall, Lee Street, Uppermill, OL3 6AE
Or via email to Joanne@saddleworthparishcouncil.org.uk

Visits are welcomed by appointment, please telephone 01457 876665.