SADDLEWORTH
Parish Council

Position: Responsible Financial Officer

Location: Saddleworth Civic Hall, Uppermill

Saddleworth Parish Council is seeking to appoint a part-time Responsible Financial Officer.

The role would suit someone who is dynamic, loves a challenge, enjoys a busy, demanding varied role, is community focused, and has good accounting and financial skills and experience. The RFO needs to be a financial allrounder and be confident with finance, accounting, asset registers, financial risk assessments, year-end financial returns, payroll, audit requirements, financial management reporting, and external grant funding.

The role is 7 hours per week although some additional hours may be required at busy times of the financial calendar (Additional payment will be made). Occasional home-working is allowable where necessary but the position is expected to be mainly office-based.
Flexibility is needed as attendance at some evening meetings is a requirement of the role.

The RFO is a statutory role within the Parish Council with the responsibilities being distinct and carries specific accountability under Financial Regulations. The position is central to ensuring that the Council's financial affairs are properly managed, transparent, and compliant with legal requirements.
The RFO reports to the Clerk, is accountable to the Council as a corporate body and must act in the public interest at all times.

Salary:

Hours 7 hours per week based on NALC/LGA salary range 34-38

Salary: FTE £46,579 - £50,908. Actual salary £8,812 - £9,631

Enrolment in the Greater Manchester Pension Fund.

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

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

Interviews will take place: **Friday 11th December 2026.**

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.

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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 administration, finance, 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.