



Keighley Town Council

Civic Centre, North Street, Keighley, BD21 3RZ
01535 872126

townclerk@keighley.gov.uk

www.keighley.gov.uk

Vacancy for Responsible Financial Officer

21 hours per week – permanent contract

Salary range SPC 18 – 21 (£24,982 - £26,511) per annum pro-rata, depending upon experience.

Keighley Town Council is recruiting for a permanent Responsible Financial Officer (RFO) to join its small team based in Keighley.

We are looking for an enthusiastic and flexible person, who can apply excellent attention to detail and work on their own initiative in an interesting and varied role.

Duties will include the day-to-day finances including payment of invoices, budgets, accounts, and complying with the Council's financial standing orders/regulations.

Some previous local government experience would be preferred but is not essential.

The Council is a member of the Local Government Pension Scheme. Employees will be auto enrolled into the scheme. The postholder will be based at Keighley Civic Centre.

Applications are invited by completing the application form available on the Council's website: www.keighley.gov.uk. Once completed applications sarah.kissack@keighley.gov.uk.

Prospective candidates are welcome to call the Town Clerk on 01535 872126 to discuss the post or seek additional information, prior to applying.

Closing date for applications is Thursday 1 July 2021 at 5.00pm

Interviews are scheduled to be held on Tuesday 6 and Wednesday 7 July 2021.

