



Great Bowden Parish Council

RESPONSIBLE FINANCE OFFICER (RFO) Vacancy

Application Pack

August 2026

RECRUITMENT OF RESPONSIBLE FINANCE OFFICER (RFO)

THE ROLE

Great Bowden Parish Council (GBPC) is seeking to recruit a part-time RFO.

The role would suit someone who is dynamic, loves a challenge, likes a 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, payroll, audits, financial management reporting, and external grant funding.

The role is part-time home-based. Flexibility is needed as evening meetings are a requirement of the role.

The RFO is an integral part of the leadership team.

THE RFO

The RFO is a statutory role within the Parish Council with the responsibilities being distinct and carry 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 requirement to appoint an RFO is set out in the Local Government Act 1972. The RFO is responsible for administering the Council's financial affairs in accordance with proper practices, which include governance and accountability standards issued by relevant authorities. The RFO reports to the Clerk, is accountable to the Council as a corporate body, not to individual councillors, and must act in the public interest at all times.

ROLE SPECIFICS

Permanent part-time.

Hours: 5 hours per week including the occasional evening. The Parish Council does not currently have an office.

Salary: LC1 SCP 12-17 £14.82 to £16.08 ph (pay award pending) dependent upon experience and qualifications.

Qualifications preferred:

- AAT level 4
- FiLCA or CiLCA
- ACA or CIMA

It is expected that the successful applicant will commit to local government finance training if they do not already have the relevant skills and experience.

HOW TO APPLY

Applicants must be able to demonstrate significant financial experience. Knowledge of local government law and procedures is preferred but not essential as training will be given.

Applicants should read all of the Application Pack prior to completing their application and make clear in their application why they are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification.

CVs can accompany the application form if you wish. Please note that the post may be subject to a DBS check.

Application packs and a job application form are available at www.greatbowdenparishcouncil.org.uk. The application form should be returned to Samantha Haywood, Locum RFO, at sam.haywood@lgrc.uk marked private and confidential.

Deadline for applications: 11th September 2026

Great Bowden Parish Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates.

THE PARISH

Great Bowden is an attractive and historic village in the Harborough district of Leicestershire, situated immediately to the north of the market town of Market Harborough. Rich in character and heritage, the village has a history dating back to the Domesday Book and retains many beautiful period properties, traditional cottages and listed buildings that reflect its long-standing rural identity. At the heart of the village stands the Grade I listed St Peter and St Paul's Church, surrounded by a picturesque village green that provides a focal point for community life.

Despite its historic setting, Great Bowden is a thriving and well-connected community. Residents benefit from a range of local amenities, including a village hall, primary school, public houses, sports clubs and a network of community organisations and volunteer groups. Excellent transport links via Market Harborough railway station and the nearby A6 and A14 provide convenient access to Leicester, Northampton, London and the wider Midlands, making the village an attractive place to live and work.

Great Bowden Parish Council plays an important role in preserving the village's unique character while supporting its continued development. Working closely with residents, local organisations and partner authorities, the Council is committed to maintaining high-quality local services, managing community assets responsibly and enhancing the wellbeing of everyone who lives in, works in or visits the village. The Council is proud of its strong sense of community, active civic engagement and commitment to ensuring Great Bowden remains a welcoming, vibrant and sustainable place for future generations.

SELECTION PROCESS AND TIMETABLE

All applications will be scored and then considered by the selection panel. Shortlisted candidates will be invited to participate in an interview in Great Bowden. Panel interviews will last for up to 1 hour and may include a financial accuracy test. Once invited for interview, please do advise of any special requirements or needs to ensure we can consider any reasonable adjustments required.

Activity	Date
Application closing date	11 th September 2026
Candidate shortlisting	14 th September 2026
First interviews	w/c 21 st September 2026
Second interviews	To be confirmed

JOB DESCRIPTION

Responsible Finance Officer (RFO)

Reports to: Clerk

Date: XXXXXXXX

Hours: Part-time 5 hours per week

Salary: LC1 SCP 12 - 17

Job Purpose

The RFO is the Council's Responsible Financial Officer under section 151 of the Local Government Act 1972, and is responsible for ensuring the proper administration of the Council's financial affairs in accordance with statutory requirements and proper practices. The RFO ensures that all financial transactions are lawful, transparent, and accurately recorded, supporting the Council in effective financial planning and governance.

Key Responsibilities

1. Financial Administration

- Maintain accurate and up-to-date financial records of all income and expenditure.
- Manage the Council's bank accounts and ensure proper monthly reconciliation.
- Ensure all financial procedures comply with the Council's policies and procedures, particularly the Financial Regulations and Standing Orders.

2. Budgeting and Precept

- Submit to the Council estimates of income and expenditure on continuing services and capital payments for the next financial year. Prepare the annual budget for Council consideration in conjunction with the Clerk.
- Provide advice to councillors on budget setting and financial planning.
- Calculate and submit the annual precept requirement.
- Monitor and report on budget performance to Council meeting.
- Review income and expenditure against budgets, review budget over/underspends, make recommendations regarding transfers in and out of reserves.

3. Payments and Receipts

- Process invoices and ensure appropriate authorisation prior to payment.
- Prepare payment schedules for Full Council approval.
- Record and bank all income received.

4. Financial Reporting

- Present regular financial reports to Full Council meetings, including:
 - Budget monitoring reports
 - Bank reconciliations and ensuring they are checked/signed by two councillors
 - Lists of payments and receipts
 - Regular payments made
 - Payments made outside of the meeting by the Clerk using delegated power
 - List of direct debit/standing order payments
 - Bank balances
 - Card expenditure
 - Financials
 - Any other financial information requested
- Provide financial advice to support Council decision-making.

5. Audit and Compliance

- Prepare accounts and supporting documents for internal and external audits.
- Complete and submit the Annual Governance and Accountability Return (AGAR) and other documents required by the external auditor.
- Ensure compliance with all relevant legislation, Council policies and procedures, and audit requirements.

6. Payroll – DEPENDS IF CONTRACTED OUT

- Administer payroll, including PAYE, National Insurance, and pension contributions.
- Administration of payroll to reflect starters/leavers, changes in hours, pay grades, salaries, overtime, tax codes etc.
- Liaise with HMRC and pension providers as required.

7. Internal Controls and Risk Management

- Maintain and review financial procedures and internal controls.
- Identify and mitigate financial risks.
- Assist the Council in maintaining transparency and accountability.

8. Liaison and Support

- Work closely with the Clerk and councillors.
- Provide guidance on financial matters and statutory obligations.
- Respond to finance queries from auditors, councillors, and members of the public where appropriate.

Responsibilities - General

1. To act in all respects as the Council's RFO as required by law, the Council's Standing Orders, Financial Regulations, and any other finance related policy in place.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To ensure that the Council's obligations for risk management are properly discharged.
4. To assist the Council to define its high-level objectives and to monitor their achievement through the Council's performance management arrangements.
5. To attend meetings of Full Council as and when required.
6. To take minutes as and when required by the Clerk.
7. To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for consideration by the Council.
8. To draw up on own initiative, and as a result of input from Members, agenda proposals for consideration by the Council and advise on the practicability and potential effects of specific courses of action, particularly in regards to finance/funding. Undertake research and take advice in order to achieve best possible outcomes.
9. To provide proactive, inspiring team membership to Council Members, leading at all times by example in promoting a can-do, enthusiastic and professional approach to all the Council's activities.
10. To obtain external specialist advice when appropriate to ensure that the best advice is available to the Council and any Committees, sub-committees, working groups and panels in place to aid Members in the decision-making process.

11. To ensure that the Council's Financial Regulations, financial risk assessments, asset register, Risk Register, Scheme of Delegation, and any other finance related policies and procedures are current, lawful and adequate.
12. To receive financial correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Clerk. To prepare and issue correspondence as a result of the instructions or known policy of the Council.
13. To monitor the implement financial policies of the Council to ensure they are achieving the desired result.
14. To help drive and promote a resident facing, resident focused, open and accountable Council.
15. To comply with health and safety legislation and to help ensure the safety and well-being of those who visit or work in the facilities provided by the Council.
16. To act as the financial representative of the Council as required, liaising and building effective relationships with the public, auditors, other organisations and the press as appropriate.
17. To work with the Clerk to ensure that arrangements are in place for appropriate insurance cover for the Council's assets and other liabilities.
18. To be responsible for the proper maintenance and safe custody of all Council financial records.
19. To produce an annual financial report.
20. To ensure the Council's website finance pages have the relevant information uploaded to them, and the information is accurate and relevant.
21. To help develop the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally, and nationally.
22. To attend conferences, training courses or seminars as required by the Council.
23. Attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.
24. To continue personally to acquire the necessary professional knowledge required for the efficient management of the finances of the Council through continual professional development.
25. To undertake such other responsibilities and functions as may be required from time to time by the Clerk and by the demands of the office routine and business commensurate with the duties and responsibilities of the post.

Statutory Financial Responsibilities

1. Act as the Council's Responsible Finance Officer.
2. Responsibility for the careful administration of the Council's finances, and ensure all Council financial policies and procedures meet statutory requirements and review any changes in legislation.
3. Work with the Clerk to advise the Council and its Committees on and preparing the annual budget estimates of income and expenditure for revenue services, project, and annual precept requirements.
4. Monitoring and managing the Council's budget and expenditure and income.

Person Specification – Responsible Finance Officer (RFO)

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	• Minimum 3 years' experience in an accounting / finance position. • Experience of budget setting, forecasting, and budget reviews. • Experience of generating financial reports and statutory reports. • Experience of working to tight deadlines and the necessary commitment to meet regular timelines. • The ability to interpret financial information and present it clearly. • Successful track record of building effective and productive working relationships with senior people. • Demonstrable success in financial change and improvement management, managing a diverse range of services and translating organisational ambitions into real achievements.	• Experience as an RFO / experience working in a parish, town, or local authority. • Experience of using a computerised finance package in a local authority context, e.g. Rialtas. • Experience of financial risk assessments. • Experience of payroll processing and payroll requirements. • Experience of HMRC Basic Tools. • Experience of audit processes and AGAR completion. • Experience of maintaining an asset register and asset management software. • Experience of applying for external funding / grant funding.	Application form Interview Scoring system

QUALIFICATIONS / TRAINING	• Qualification in accounting such as AAT, CIMA or ACA.	• Educated to degree level, or equivalent, in relevant discipline. • Finance in Local Council Administration.	Application form Interview Copies of certificates
SKILLS & KNOWLEDGE	• Understanding of the I.T. skills and proficient in the use of Microsoft Office software, internet and social media.	• Knowledge of managing and updating websites. • Extensive knowledge of current local government and financial laws, administration and procedures. • Understanding the significance of Council policies and procedures.	Application form Interview
PRACTICAL & INTELLECTUALS KILLS	• Good communication skills, both written and verbal. • Excellent planning and organisational skills, and able to prioritise workload. • Ability to work autonomously and harmoniously with staff, councillors and the public. • Ability to work independently with minimal supervision.		Application form Interview
DISPOSITION / ATTITUDE	• Able to work under pressure. • Able to maintain confidentiality. • Able to anticipate problems and solve them in a calm, structured manner. • Integrity and discretion when handling public funds. • Reliability and a methodical approach to work. • Professional and impartial attitude. • An effective, visible finance professional with an approachable style. • Personality, conduct and credibility that engages		Application form Interview

	and commands the confidence of councillors, team members, local communities, external partners/organisations, and other stakeholders.		
SPECIAL REQUIREMENTS	• Willingness to attend evening meetings as and when necessary. • Willingness to undertake a DBS check.	• Full driving license	Application form

Terms & Conditions – Responsible Finance Officer (RFO)

Salary: £14.82 - £16.08 ph dependent upon experience and qualifications (pay award pending) SCP12-17 LC1

Payment of salary: Paid monthly in arrears.

Probation period: The post is subject to a probationary period of 6 months.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

Pension: To be confirmed.

Hours: 5 hours per week. Occasional evening working will be required. It may be necessary for the post holder to work in excess of these hours on occasions to meet deadlines for which time in lieu will be given.

References: The post is subject to two satisfactory references.

Place of work: Home-based. There will be a requirement to work out of, and visit, other sites in and around the parish on occasion.

Leave entitlement: 28 working days, increased by 1 day per year following 5 years continuous service up to a maximum of 32 days p.a., plus all normal bank and public holidays. Pro-rata'd for part-time employment.