



JOB ADVERT

We are seeking to recruit a **Town Clerk & Responsible Financial Officer** to head up our organisation.

You will provide strategic leadership, governance oversight and financial stewardship. As Proper Officer you will be principal advisor to elected Members and Responsible Financial Officer for overseeing finances and audit. You will lead on governance, compliance and organisational management, ensuring the Council operates lawfully and effectively. If you want to help our forward-thinking Council to develop and deliver timely, quality, and innovative services to the local community whilst engaging with residents and stakeholders, we want to hear from you.

You should bring sound leadership, supervision, foresight, effective management, communication, IT, financial and organisational skills and able to meet tight deadlines.

Additionally, you will be highly motivated and a good team player and possess sound financial, numerical and analytical skills. A flexible and “hands on” approach is required together with good interpersonal skills.

Job Title: Town Clerk and Responsible Financial Officer

Location: Victoria Buildings, Lewin Street, Middlewich, CW10 9AS

Hours: 37 hours per week, including some evenings and occasional weekends

Salary: NJC Scale LC3, Pay Award pending

£50,269 - £57,139 - SCP 39 – 45 - For CILCA Qualified Clerks

£45,091 - £49,282 - SCP 34 - 38 - For Non-CILCA Qualified Clerks

For further information or an informal chat please contact Ian Jones, Interim Town Clerk

T: 01606 833434 | **DD:** 07458 051300

E: clerk@middlewich.org.uk

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Closing Date: Monday 24th August 2026, 12.00pm