

Thirsk Town Council

Vacancy for Clerk and Responsible Financial Officer

Thirsk Town Council is seeking to appoint a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer to replace the retiring postholder.

Salary in accordance with NJC pay scale LC2 points 24 to 28 (£35412 -£39152) dependent upon qualifications and experience.

The postholder will have overall responsibility for all administrative requirements in relation to council services, activities and finance.

Duties will include ensuring that statutory requirements are adhered to, preparation of agendas and attendance at meetings, dealing with correspondence, management and administration of the council's assets and facilities (including play areas and open spaces, public toilets, the cemetery) monitoring and balancing the Council's accounts.

The application form, job description and personal specification are available from the Town Council (telephone: 01845 526445/email: clerk@thirsk-tc.gov.uk) or can be downloaded from www.thirsk-tc.gov.uk

Closing date for receipt of applications is 12 noon on Monday 10 November 2025