



WE'RE HIRING!

Ledbury Town Council are seeking motivated people to join their team in the following roles

Please note we do not accept CV's – we will only consider applications made through our application form.

Governance & Finance Manager

Salary: SCP 25–30 (£37,563-£42,123)

37 hours per week

Permanent

Office based in Ledbury

This is a key role within the Council, working closely with the Town Clerk/RFO to ensure the Council operates effectively, lawfully and transparently.

We are particularly looking for someone with strong finance and governance experience.

You will need practical experience of financial administration and budget monitoring, together with a good understanding of governance, legislation and public sector financial management.

The role will include:

- Supporting the preparation and monitoring of the Council's budget and precept
- Supporting financial reporting, accounts and audit processes
- Ensuring compliance with Financial Regulations and the Council's governance framework
- Advising Councillors on governance and procedural matters
- Supporting Council and committee meetings, including agendas, reports and minutes
- Maintaining policies, Standing Orders and governance arrangements
- Supporting FOI, GDPR and transparency requirements
- Line managing administrative and finance support staff
- Deputising for the Town Clerk when required

We are looking for a highly organised, proactive and professional individual with excellent attention to detail, sound judgement and the ability to manage competing priorities and statutory deadlines.

Experience of working in local government, a Parish or Town Council, or another governance environment would be advantageous.

This is an excellent opportunity for an experienced finance and governance professional to play a significant role in supporting Ledbury Town Council and its local community.