



Portland Town Council
Responsible Financial Officer
Job Share
Vacancy

14 Hours per week
(hybrid working with a minimum of one day a week in the office)

Salary Scale SCP: 21 - 24 (£33,143 - £35,412 per annum pro rata)

Plus Attractive Pension Scheme

Portland Town Council is a progressive employer looking for a Responsible Finance Officer (Job Share) to maintain effective and accurate processes and systems, working as part of a team to deliver a broad range of the Council's services.

Areas of shared responsibility include, fully managing the finances of the Council, such as making payments, issuing invoices, monitoring expenditure and income, the preparation of estimates, budgets, and final accounts.

To prepare monthly reports detailing Council transactions and budget positions for consideration by relevant Council meetings, to convene Financial Committee meetings of the Council, issue notices, compose agendas and minutes for the meetings and attending the meetings.

Would you like to know more? To obtain a recruitment pack with full details of the role and application form, please email: office@portlandtowncouncil.gov.uk

Applications must be received by 12 noon on Monday 10th November 2025

Interviews will be held on the Wk. Commencing 24th November 2025

If you would like to discuss this position, please contact the Council at clerk@portlandtowncouncil.gov.uk or 01305 821638

Please note CVs will not be considered.