

Operations Manager and Responsible Finance Officer (RFO)
BURTON JOYCE PARISH COUNCIL

Hours of work	28 hours per week (negotiable) Occasional evenings and weekends
Pay scale	SCP 29-36 depending on qualifications and experience £41,177 - £48,738 pro rata
Reporting to	The CEO/Clerk
Benefits	Membership of Local Government Pension Scheme
Financial Oversight	£400k budget (£263k precept) plus Project Grants
Line Management Responsibility	3 part-time staff members
Closing Date	5pm 11 th October 2026
Interview Dates	19 th and 20 th October 2026

About us

Burton Joyce Parish Council serves a thriving community of 3,500 residents and is responsible for running a wide range of facilities in the village. These include the Poplars Sports Ground, The Old School Building, Church Road Cemetery, Trent Lane Allotments, Roberts Recreation playground, The Grove parkland and a brand new Community Garden in the grounds of the Old School Building. It also hosts events throughout the year, including the annual Christmas Lights Switch-On and Fireworks Display and monthly Pop-Up Food Fayres.

The Council is seeking a highly motivated individual to join the welcoming and thriving staff and councillor team and to assist in fulfilling the Council's growing remit. We are looking for an individual who is experienced in local government, ideally holding or working towards the CiLCA qualification, but training can be provided if this is not held.

Working closely with the Parish Clerk, and with a strong financial and risk management background, duties will include providing support in the operational management of the Council. As well as overseeing the financial obligations of the Parish Council as the Responsible Finance Officer, the role will focus on the operational aspects, in particular ensuring all legislative and statutory requirements are met in the management of its facilities. The candidate will take responsibility for agenda preparation, attending and minuting the appropriate sub-committees and following up any actions.

The role is in person, based 2 days at the Old School Building, Main Street and 2 days at the Poplars Sports Ground, Station Road, Burton Joyce,

Application pack on our website www.burtonjoyceparishcouncil.gov.uk/
or via the Parish Clerk at clerk@burtonjoyceparishcouncil.gov.uk **CVs alone will not be accepted.**