



HEREFORD CITY COUNCIL

Finance Assistant (Part-time)

Location: Town Hall, St Owen Street, Hereford, HR1 2JP

Hours: 20 per week (Monday – Friday)

Grade: SCP24 – 28 (£18.96 p/h - £20.96 p/h)

Responsible to: Town Clerk & Chief Officer

Hereford City Council, as the parish council for the city, is seeking a Finance Assistant to join our town hall team. This is a part-time role, ideal for someone with an interest in finance or administration and a desire to develop within public sector finance. You will support the Town Clerk, who is also the Responsible Finance Officer, with a variety of financial tasks, including processing invoices, managing payments, assisting with payroll and reconciliations, and helping to ensure accurate financial records and compliance. Good numerical skills and attention to detail are essential, as is the ability to work well both independently and as part of a team.

We offer flexible working hours and a supportive environment with opportunities for professional development. If you are organised, reliable, and keen to learn, we would love to hear from you.

To apply for this role or for further information, please request an application pack including application form from clerk@herefordcitycouncil.gov.uk

Closing date: 11th September 2026 at 12pm.

Interviews will be held commencing Monday 21st September 2026.