

Horsham Town Council

Town Clerk and Responsible Finance Officer

Role Overview

Horsham Town Council is a **newly formed local authority** dedicated to serving the community and enhancing the quality of life for residents and visitors alike.

With a vision to provide the best services and facilities, the Council seeking to appoint an **ambitious, creative, enthusiastic, and highly motivated** individual to the role of Town Clerk and Responsible Finance Officer (RFO). This is an exciting and unique opportunity for a strategic thinker with a can-do attitude, and a strong background in local government, finance, and administrative management. The successful applicant will work in close partnership with our team of experienced, dedicated, proactive, and friendly councillors.

Position: Town Clerk and Responsible Finance Officer

Employer: [Horsham Town Council](#)

Location: Office-based in Horsham Town Centre

Hours: Full-time, 37 hours per week

Working Hours: Monday to Friday, with an expectation to work some evenings for meetings and occasional weekends when required (time off in lieu will be given)

Salary: Based on NJC pay scales for SCP 45-53 (£54,495 - £70,176), depending on experience and qualifications

Application Deadline: Monday 20th July 2026 12 noon.

Responsibilities

- Serve as the **principal advisor** to the Council, attending **Council, Committee, and Sub-Committee meetings** as required.
- Act as the Council's **Proper Officer**, ensuring all statutory notifications and legal requirements are met.
- Oversee **financial management and compliance**, ensuring adherence to relevant regulations, policies, and best practices.
- Develop and implement **strategic plans** to achieve the Council's statutory obligations and community objectives.
- Work collaboratively with **elected members** to develop and enhance local services.
- Manage the Council's **assets**, including allotment sites and speed indicator devices, with a view to expanding assets in the future.

Requirements

Essential

- A **Certificate in Local Council Administration (CiLCA)** is required as a minimum, or a commitment to attain this qualification at the earliest opportunity after appointment.
- Proven record of accomplishment in **administrative management** within a complex environment.
- Experience in **managing budgets and financial issues**.
- Strong **people management and development** skills.
- Demonstrated ability to **understand and apply local government law and procedures**.
- **Strategic thinking and leadership** abilities.
- **Proven ability to engage with a wide variety of stakeholders** including government agencies, service providers, members of the public, charities, community groups, etc.
- Excellent **managerial, communication, and organisational skills**.
- Excellent prioritisation skills and the ability to juggle multiple tasks simultaneously.
- A **community-focused** approach with a commitment to **public service**.
- Ability to **innovate and drive service improvements**.

Desirable

- Prior experience in local government or a similar public sector role.
- Knowledge of **local government structures, policies, and best practices**.

Benefits Package

- **Competitive salary** based on NJC pay scales (SCP 45-53: £54,495 - £70,176).
- **Pension scheme** included Local Government Pension Scheme
- **Flexible working arrangements** (evenings and weekends as required, with time off in lieu).
- Opportunity to **shape the future of Horsham** through impactful projects and community initiatives.

How to Apply

- For further details and to download the **application pack**, please visit our website: www.horshamtowncouncil.gov.uk
- To arrange an **informal discussion** about the role, please email the Interim Clerk at: clerk@horshamtowncouncil.gov.uk

Equality and Diversity

Horsham Town Council is **committed to Equality of Opportunity** and actively welcomes applications from all sections of the community. We encourage candidates from diverse backgrounds to apply and contribute to our inclusive and dynamic team.

About Horsham, West Sussex

Horsham is a vibrant and historic market town nestled in the heart of West Sussex, offering a unique blend of tradition and modernity. Known for its charming architecture, lush green spaces, and thriving local community, Horsham is a town that celebrates its heritage while embracing growth and innovation. The town boasts a rich cultural scene, with attractions such as the Horsham Museum & Art Gallery, the Capitol Theatre, and the Pavilions in the Park leisure centre. Horsham's bustling Carfax area is a hub for a vibrant local market, shopping, dining, and socialising, while the surrounding countryside provides many opportunities for outdoor activities, including walking, cycling, and exploring the beautiful South Downs National Park.

With excellent transport links, including direct rail connections to London and the south coast, Horsham is an ideal location for both work and leisure. The town is also home to a variety of local businesses, schools, and community initiatives, making it a dynamic and desirable place to live and work. Find out more: [Visit Horsham - your essential guide to Horsham](#).

About Horsham Town Council

Background: Horsham was previously an unparished area within Horsham District, meaning it did not have its own parish or town council. Instead, many services typically managed by parish councils were handled by Horsham District Council (HDC).

Community Governance Review: In response to a request from [Horsham Blueprint](#), Horsham District Council conducted a [Community Governance Review](#) to explore the creation of a town council. This process involved extensive public consultation, with 75% of respondents supporting the idea of a new town council for Horsham.

Approval and establishment: In November 2025, Horsham District Council approved the creation of a new Horsham Parish Council, which was later renamed [Horsham Town Council](#). The first elections for the 18 new town councillors were held on 7 May 2026, with the council officially inaugurated on 19th May.

Structure: The new council is divided into 9 wards, each represented by elected councillors. It builds on the work of the existing Neighbourhood Councils, which had provided a community voice for over 50 years.

Purpose: The creation of the town council was created to represent the local community, support local services, and make decisions on issues that directly affect the town and its residents. Its establishment aims to ensure that local decision-making is more responsive and focused on the specific needs of Horsham. In due course the new council proposes to take over the management of local services ensuring that these are tailored to the town's unique identity and priorities.

Key Assets:

- Seven allotment sites across Horsham
- Several speed indicator devices
- Plans to acquire further assets in collaboration with District and County Councils

Council Structure:

- Comprises **18 elected members** representing **9 wards**, each serving a five-year term.