

FILEY TOWN COUNCIL (North Yorkshire)

Appointment of Town Clerk & Responsible Financial Officer

Permanent role 37 hours per week

Salary Grade NJC LC2 Spinal Column Point 30-34 (£26,822 - £30,153 p.a.)
depending upon qualifications and experience.

The post holder will be eligible to join the Local Government Pension Scheme.

Applications are invited for the position of Town Clerk which will become vacant when the current clerk retires in July this year. The position also encompasses the role of Responsible Financial Officer.

Filey is situated on the east coast and is a family seaside resort which has a population of approx. 7,000 residents. The local parish precept for 2017/2018 is £139K and the Town Council's budget is £193K. Filey Town Council was the first council in Yorkshire to achieve a Quality Level in the Local Council Award Scheme in 2015.

The successful post holder will be expected to carry out all the functions and to serve or issue the notifications required by law of being the local authority's Proper Officer. The Town Clerk is responsible for day-to-day management of the Town Council's services and functions. The successful candidate will require excellent management and leadership skills enabling them to work in partnership with staff, councillors, the local community and business sector and external partners. This post requires candidates to have an excellent track record in administration, financial accounting procedures, policy, project management, event management, communication and strategic thinking. Experience of local government and/or town and parish council work is desirable, as is experience of monitoring budgets, preparing financial statements, experience of using SAGE Accounts or similar and excellent computer and website management skills. The Town Council is a Burial Authority and the post holder is also responsible for managing the Lawns Cemetery.

The successful candidate will work within the Filey Town Council Offices and will manage a small team of three staff plus several volunteers. Attendance at evening meetings will be required.

Applications are invited for this senior position from suitably qualified persons who already hold the Certificate in Local Council Administration (CiLCA) or whom the Town Council would expect to achieve this qualification within 12 months of commencing employment.

Application packs including job description and person specification can be downloaded from: www.fileytowncouncil.co.uk The closing date for receipt of written application forms is 12 noon on **7 April 2017**. Informal discussions concerning the role can be made by contacting Mrs Gina Robinson, Town Clerk on (01723) 514498. Interviews are provisionally planned for Thursday/Friday 4/5 May 2017.

Filey Town Council is an Equal Opportunities Employer.