



Clerk and Proper Officer & Responsible Financial Officer to Southwell Town Council

Southwell has a population of ±8,000 and is home to vibrant retail streets, many tourist attractions including the stunning Minster cathedral and National Trust Workhouse, a sought-after secondary school and university facility.

Southwell Town Council is looking for an experienced manager to take on the permanent, full-time role of Clerk (Proper Officer and Responsible Financial Officer) to ensure the council conducts its business lawfully.

The successful candidate will advise councillors on policies and procedures for the Council to agree, work positively with elected members and be responsible for ensuring the instructions of the Council are carried out.

We are looking for someone who will motivate a team of 8 staff to succeed in their roles; and liaise positively with a wide range of stakeholders, including residents, community groups, businesses, suppliers and local authorities.

The role includes being responsible for all financial records of the council and managing the budget of approximately £300,000. And to identify opportunities for external funding and other opportunities to develop activities and events for the residents of the town, and to assist and prepare bids/applications.

The ideal candidate will demonstrate strong leadership skills, the ability to think strategically and be proficient in Office365. They will look to continuously improve the working practices of the council.

A Certificate in Local Council Administration (CiLCA), experience of local government organisation and a degree would be desirable. You should be proficient in Office365 and be willing to introduce new technologies and working practices to the office.

If you are an organised, can-do person, with excellent communication skills and a strong moral compass, we would love to hear from you.

Hours: 36 – office based but with flexibility to cover some evening meetings.

Salary: NJC levels LC2 scale 29-32 pro rata, plus excellent holiday allocation and pension contributions.

Application form and details are available from Southwell Town Council, the Old Courthouse, The Burgage, Southwell, NG25 0EP.

To apply, please send a covering letter and application form or a covering letter and CV

by email to: clerk@southwell-tc.gov.uk

Closing date: Monday 26th October.

Southwell Town Council is an equal opportunities employer and welcomes application from all sections of the community.