

Wells-next-the-Sea Town Council is seeking a
Town Clerk & Responsible Financial Officer in Waiting

DETAILS

Job title: Town Clerk & Responsible Financial Officer In Waiting

Organisation: Wells-next-the-Sea Town Council

Salary: Starting £31,099 - £32,020 pro rata (£16.16 - £16.64 an hour) plus excellent contributory pension scheme.

Application deadline: 31 October 2023

Starting date: - 2nd January 2023 (Negotiable for qualified Clerks).

County: Norfolk

Email address: clerk@wellstowncouncil.org.uk

Phone number: 01328 710564

SUMMARY

An opportunity has arisen for a Town Clerk and Responsible Finance Officer in Waiting in the picturesque coastal town of Wells-next-the-Sea in Norfolk. The successful applicant will eventually take over from the retiring Clerk on his retirement on 31st October 2024.

The postholder will initially work under the supervision of the current Town Clerk in carrying out all the functions of the local authority's proper officer.

As Responsible Finance Officer the candidate will eventually be responsible for the financial management of the council including the accounts, budgeting, wages and VAT.

The scope of the role is extensive, in addition to the legal and financial responsibilities, you will be responsible for the organisation and facilitation of the day-to-day management of the Town Council's operation and business, liaising with a broad range of stakeholders from the public, voluntary and commercial sectors and should expect to interact with the public on a broad range of topics.

No two days will be alike, for the right candidate, the post will be hugely rewarding. The role will suit someone who is self-motivated, with a questioning mind and excellent communication skills, who is committed to making Wells a fantastic place to live, work and visit.

If possible, the council is looking to recruit an experienced fully qualified Clerk. However, experienced unqualified Clerks and those with other suitable experience can also apply. An unqualified applicant will be required to obtain the Certificate of Local Council Administration (CILCA) qualification as soon as possible and at least within the first two years (the training will be funded).

Initially the successful applicant will work alongside the existing Clerk for 15 hours a week. On retirement of the Clerk the applicant will be required to work 25 hours a week. For a fully qualified Clerk the period of handover and weekly hours can be negotiated as necessary.

Details of how to apply, together with an example contract, job description and a person specification can be downloaded from the town Council's website:

<https://wellstc.norfolkparishes.gov.uk/>

Closing Date 31st October 2023