

Costessey Town Council

Vacancy for the post of Town Clerk (Proper Officer), Head of Services and Responsible Financial Officer (RFO) to Costessey Town Council

Salary Range £45,859 to £54,323

(LC3 - SCP 42 to LC4 – SCP 49 - pending national pay scale review)

Costessey Town Council, in the South Norfolk District, is looking to appoint a motivated and high-performing individual to take on the multi-faceted role of Clerk to the Council (Proper Officer), Head of Services and Responsible Financial Officer (RFO), leading and working alongside the Deputy Town Clerk, and ten other administrative and maintenance staff.

- The Town Clerk is the Proper Officer to the Town Council and is responsible for advising the Council on its functions, ensuring that all statutory functions of the Council are complied with.
- The Clerk is also Head of Services and is responsible for implementing policy decisions of the Council, for all staff employed by the Council and for the overall management of the physical assets and services of the Council.
- The Clerk is the Responsible Financial Officer and is responsible for overseeing all financial dealings of the Council, as well as the prudent management of its financial assets
- The Clerk is the Data Protection Officer and is responsible for managing GDPR and Freedom of Information in relation to the Council

Applicants should ideally have experience of Local Government, including formal Committee work (e.g. agenda preparation, minute taking), implementation of Council policies, the provision of advice and guidance on statutory and legislative matters, and in providing financial management support, ensuring adherence to the Town Council's Financial Regulations.

Our Town Clerk & RFO, Hilary Elias, is retiring from her role early next year and the Council wishes to recruit her replacement in good time to ensure a seamless transition.

This comes at an exciting time for Costessey Town Council, with some important projects already in the pipeline and a well-established platform to provide a wider range of services to its local residents, often working in partnership with other organisations.

With all this in mind, CTC is looking for the right candidate to take the organisation to its next level of development in a large, evolving town, building on the strong base created over the last decade. That person will be required to oversee the significant and exciting projects mentioned above, to steer the Council through the still-turbulent waters caused by the Covid-19 pandemic and to prepare for the impact of local government devolution, should it come about. In addition to a salary range commensurate with the role, a generous pension package is also offered, in addition to certain relocation expenses (where applicable).

More detailed information, including the job description and person specifications, can be found on the Town Council's website - <https://www.costessey.org.uk>

[Please note that the recruitment process has been outsourced to Local Council Consultancy \(an SLCC Enterprise\)](#)

To request an application pack for this important role, please contact David Lines via

david.lines@localconsultancy.co.uk

CLOSING DATE FOR APPLICATIONS – WEDNESDAY 26th JANUARY (5.00 PM)

Costessey Council is an Equal Opportunity Employer and welcomes applications from all sections of the community. Please note that, in England, local councils must ensure that any 'public-facing' staff meet the necessary English language fluency requirements (see Immigration Act 2016, sections 77 – 84, and the Code of Practice on English Language Requirements for Public Sector Workers, published by the Cabinet Office and the Home Office, last updated in December 2016).
