

# KIDSGROVE TOWN COUNCIL

## JOB VACANCY

### CLERK AND RFO TO THE COUNCIL



**Based at the Victoria Hall, within the LC3 substantive salary range - depending on experience and qualifications. Flexible hours per week (flexible including evening meetings).**

Kidsgrove Town Council seeks a committed, enthusiastic and proactive Town Clerk which will include the statutory role of Responsible Financial Officer. The role will include the day-to-day management of the Council, its staff, functions and administration as well as management of the Council's finances. The role also includes the management of the Victoria Hall which is used for many private and community functions.

Kidsgrove Town Council is a forward-thinking and successful Council with an expenditure budget of around £280K/annum. The Council is currently involved with a number of exciting projects and the Clerk will be expected to drive these initiatives forward to successful delivery.

The Full Council meets approximately once every six weeks with Committee and Advisory Group meetings on other evenings in the month. The Clerk will advise the Council on the development of policies and objectives as well as implementing the decisions of the Council. The Clerk is accountable to the Council.

The successful applicant should have a good level of education, with excellent communication, management and interpersonal skills. A background in local government will be an advantage. The successful candidate will hold the Certificate in Local Council Administration or be willing to qualify for this within 18 months. In return the Council offers a good rate of pay, the Local Government Pension Scheme, and 25 days holiday plus bank holidays.

Applicants should read all the Application Pack prior to completing their application and make clear in their application why they are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification. The application form should be completed in full, and shortlisting will be based on the information provided on the form. CVs will not be accepted.

For an informal chat about the post, please Cllr Kev Johnson, Town Mayor, on 07798617076

To apply for the position, please contact [admin@kidsgrovetowncouncil.gov.uk](mailto:admin@kidsgrovetowncouncil.gov.uk) to request an application pack. Application packs can also be downloaded from the website: <https://kidsgrovetowncouncil.gov.uk/>

**Closing date: Friday, 4<sup>th</sup> October 2024, 5:00pm**

*Kidsgrove Town Council is committed to equality and welcomes applications from all candidates who meet the person specification. Reasonable adjustments will be made to the recruitment and employment process on request.*