

**NEWBIGGIN BY THE SEA TOWN COUNCIL**

**Appointment of a Town Clerk & Responsible Financial Officer**

(Full-Time)

A unique management opportunity

Salary Scale SCP 33 – 36 (£41,418 – £44,428)

Newbiggin by the Sea is a coastal town in Northumberland.  Do you think you could compliment this unique town?

Are you a team player? Do you think strategically? Have you built successful organisations? Can you communicate and delegate effectively?

We are looking for an innovative and proactive Town Clerk and Responsible Financial Officer (RFO) who can work effectively with the elected Councillors and manage the part time Assistant Clerk & Projects Officer and contracts in achieving the aims and aspirations of the Council.

As Town Clerk and RFO you will be expected to maintain Statutory Duties and demonstrate a high level of corporate governance.

The successful candidate will ensure that the instructions of the Town Council are carried out, within the law, manage the operations and delivery of services, while ensuring the residents have a voice in the area.

The Council has a number of ongoing projects and a key part to this role will be somebody who has the enthusiasm and experience to move these projects to completion,

Local Government experience would be an advantage and CiLCA qualification, or the willingness to obtain one desirable.  Equally the possession of a skill set that lends itself to our personal specification.

Would you like to know more? To obtain an information pack with full details of the role and application form, please email:

recruitment@chrgs.co.uk

Applications must be received by 9am on Friday, 10th May 2024 .

*Please note CVs will not be considered*

Interviews will be held on Wednesday, 15th May 2024

If you would like to discuss your suitability for the role, please contact the Council’s

 HR consultant, James Corrigan, at Council HR & Governance Support on

07805 472859 or jamescorrigan@chrgs.co.uk