

TODMORDEN TOWN COUNCIL

Town Clerk's Office,
Todmorden Community College,
Burnley Road, Todmorden OL14 7BX
01706 318132
townclerk@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk



Job title:	Deputy Town Clerk – (Town Clerk/ Responsible Financial Officer Designate)
Closing date	Friday 20 th Aug 2021
Salary	£32,234
Pension	Stakeholder only- Local Government Pension Scheme benefits do not apply
Hours	37 hours per week
length of contract	Six - month fixed term - career progression to Town Clerk/RFO on completion of a four month probationary period and attainment of CiLCA
Holiday	30 days per annum inclusive of Bank Holidays

Career Progression Town Clerk/RFO on completion of probationary period with good or above performance **and** attainment of CiLCA – starting salary £36,922 progressing to £39,880

This is an exciting opportunity for an ambitious and confident Assistant/ Deputy Town Clerk/RFO or indeed Town Clerk/RFO of a smaller town/parish council, to take that next step to become a Town Clerk/RFO of a mid - sized Town Council.

Under the guidance and mentoring of the existing experienced Town Clerk /RFO, who has given notice to leave post in May 2022, the intention is for this Designate Role to have demonstrated to Members within a 6-month period, his/her ability to meet the demands of the TC/RFO role and to have attained the CiLCA qualification (at least three modules must have been passed already at application stage).

After 6 months this role will end and therefore the applicant must be aware that should he/she not pass the probationary period the contract will finish.

Should the postholder have attained their CiLCA qualification and proven through good performance and commitment his/her ability to carry out the duties of a Town Clerk/RFO the probationary period may be shortened with the agreement of the Staffing Committee and the postholder formally appointed as TC/RFO

The job description is the same as that of the Town Clerk/RFO save that the legal responsibility as Proper Officer and RFO will remain with the current TC/RFO until the Deputy Clerk (TC/RFO Designate) has successfully passed both the probationary period and CiLCA qualification criteria to then formally be appointed into the TC/RFO role.

The Town Clerk as the “Proper officer” is responsible for the day-to-day management of the Town Council, for implementing its decisions and all aspects of the administrative and financial operations of the Council. The successful candidate will have excellent management and partnership skills enabling them to work effectively with officers, Councillors, the local community and external partners.

The Responsible Financial Officer is responsible for compliance with Accounts and Audit Regulations and for delivery of all financial processes and management of risk.

This post requires a proven track record in financial, administrative and project management, as well as excellent IT and communication skills. There is a requirement to attend and fully service regular evening Council meetings. Occasional weekend work will also feature.

A proven track record in financial management is required as preparation of accounts and budget setting form a large part of the role of Responsible Financial Officer.

Candidates will have had at least two years’ experience of working within a Town Council or Principal Authority working with councillors and committees, be educated to degree-level, and will have already started the journey to becoming a qualified Town Clerk by passing already, three of the five modules forming part the CiLCA Qualification.

Significant experience of all aspects of administration in a local government or related work setting is essential, the job will also feature regular agenda production, minute taking and report writing.

The post-holder must demonstrate impartiality and objectivity appropriate to working with a Town Council.

Applications are invited for this post only from those meeting the essential criteria. You will be required to work some evenings and occasional weekends, as the needs of the service require.

For further details:

For an informal discussion about the role and the career progression please call Colin Hill Town Clerk/RFO Mon – Thur between 8am to 4pm on 01706 318132 or 07923257879

Application Forms and Job Descriptions

Can be downloaded from <https://todmorden-tc.gov.uk/>

Completed applications can be returned by email to townclerk@todmorden-tc.gov.uk or posted to Todmorden Town Council, Todmorden Community College, Burnley Road, Todmorden, OL14 7BX, marked for the attention of Colin Hill Town Clerk

Closing Date: Friday 20th August 2021

Interviews: 6th September 2021