

ADVERT: Appointment of a Town Clerk & Responsible Financial Officer (RFO) to Filey Town Council

Contract: Permanent role 37 hours per week
Salary: Spinal Column Point 33-36 (£41,418-£44,428) depending upon qualifications and experience
Pension: Post holder eligible to join Local Government Pension Scheme



Are you a detail-orientated, community focused individual looking to make a positive impact in our Town? We have the perfect opportunity for you! Filey Town Council is seeking a dedicated and dynamic individual to join us as our next Town Clerk.

The opportunity of becoming the Town Clerk to Filey Town Council has arisen with the planned retirement of the present incumbent on 31 March 2024.

The Town Council are seeking to appoint the new Town Clerk to take up the post before the end of February 2024 to allow a smooth transition. This is an exciting opportunity for a forward-thinking person to contribute to the smooth running of the Town Council.

The successful post holder will be expected to carry out the functions of the RFO and be the Proper Officer, serving all statutory notifications for the Town Council.

The Town Clerk is responsible for leading the day-to-day management of the assets and services of the Town Council that is undertaken by the three other members of staff.

The successful candidate will work in partnership with the staff, Councillors, the local community, and business sector and external partners.

Applications are invited from persons who either hold the Certificate in Local Council Administration (CiLCA) or would work to achieve the qualification within 12 months of commencing employment.

Informal discussions concerning the role can be made by contacting Cllr Linda Randall, the Chair of Staffing Committee on 01723 314475 or by email using cllr.linda.randall@fileytowncouncil.co.uk

Application packs, including job description and person specification, can be found using the link <https://www.fileytowncouncil.co.uk/uploads/recruitment-docs-nov202301198920231120121136.pdf?v=1700482477>

or by emailing mail@fileytowncouncil.co.uk

The closing date for applications is **12:30pm on Friday 1 March 2024**. Interviews are provisionally planned for **Monday 18th March 2024** and **Tuesday 19th March 2024**.