

VACANCY FOR A FULL TIME TOWN CLERK
37 hours per week
Grade NJC SCP Points – 38-46
£44,539 - £53,259 per annum - (£23.15 - £27.68 per hour)

The attractive Town of Bolsover has a population of just over 12,000. It is a growing Town of historical significance, with a strong sense of community spirit being one of its many strengths.

The Council is made up of 12 Councillors who are dedicated to contributing to make Bolsover a welcoming Town to live and visit.

The Clerk would report to the Chair of the Personnel Committee, working for a total of 37 hours per week, which will include some evening work. Core working hours and days to be agreed with the post holder.

The appointed Clerk will act as the Council's Proper Officer and to act as the Council's Responsible Financial Officer in the absence of the RFO. As the Proper Officer of the Council the Clerk is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The clerk will advise the Council on and assist in the formation of overall policies to be followed in respect of the Council's activities and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be responsible for the management of the staff and resources and will support on the Council's major projects.

The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The ideal candidate will be CILCA qualified and must have significant experience in senior management with a financial background. It is also essential to have a wide variety of skills that this post will require alongside a good legal knowledge of the statutory framework concerning the running of a Council.

Closing Date: 6th January 2023

Interview Date: 19th/20th January 2023

Application:

- To apply, contact admin@oldbolsovertowncouncil.gov.uk for an application pack.
- Completed applications can be emailed to admin@oldbolsovertowncouncil.gov.uk
- For an informal chat please contact the Locum Clerk on 01246 823809 Thursday/Friday between 9am-1pm

Old Bolsover Town Council

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