

SEALAND COMMUNITY COUNCIL

Council Clerk/Responsible Finance Officer 16 hours per week £17.16 per hour SCP 24

With the resignation of the Clerk and Responsible Financial Officer due to retirement, the Council is seeking to appoint an innovative Clerk and Responsible Financial Officer, with suitable experience, to take responsibility for all aspects of the management, functions, and responsibilities of the Council.

Our current budget is in the region of £62,000.

The Clerk to the Council will act as the Proper Officer of the Authority, and as such, will be required to ensure that all legal, statutory, and other provisions governing or affecting the running of the Council are observed.

The Clerk is also the Responsible Financial Officer, managing the council's procedures, budgets, accounts, contracts, and financial reporting. Candidates will ideally have financial experience and a knowledge of local government practices and the successful applicant will hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards obtaining it.

Excellent verbal, written and inter personal skills are essential.

Further details are available from Ashley Griffiths, Chair of Sealand Community Council
ashleygriffiths57@btinternet.com

To apply for the role, you will need to send a covering letter, detailing suitability for the role, relevant experience, and local knowledge with a CV by email to
ashleygriffiths57@btinternet.com

Closing date for receipt of applications is 28th February 2024

Interviews will be held at Sealand Primary School on Monday 11th March 2024 – 6pm to 8pm

Peter Richmond – Clerk of the Council – 22nd January 2024