

THORNBURY TOWN COUNCIL

Council Offices: (01454) 412103
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Town Hall
35 High Street
Thornbury
Bristol BS352AR

Town Clerk: Mrs Louise Powell

Thornbury Town Council is seeking a new Town Clerk/ Responsible Finance Officer. (SCP LC3 42-45, £45,859- £49,213 (pay award pending))

This is an exciting time to join the Council and help lead its work to support the community, as Thornbury goes through a period of significant change and growth. The Town Clerk is responsible for all aspects of Council operations, including the duties of the Responsible Finance Officer, delivering services such as the Cemetery, Council properties and open spaces, leading a team of 11 staff, managing the delivery of council projects and initiatives, and supporting councillors in their decision making. The Council has a Strategic Business Plan (2021-2023) and a budget of around £1.1M which contains a range of exciting new projects. A key part of this role will require someone who has knowledge and experience of managing capital projects. The post holder will also be responsible for ensuring the Council is up to date with Health and Safety obligations, policies, training and data protection compliance.

The ideal candidate will have excellent communication skills, experience working in a local government environment, managing staff, finances and services and partnership working. Applicants should be CiLCA (Certificate in Local Council Administration) qualified or working to achieve this within a short timescale and must be able to demonstrate relevant experience such as a track record in all aspects of business management and financial acumen.

This is a full-time role (37hrs a week), which involves attending regular evening meetings and working outside normal office hours. In return the council offers a generous salary package (SCP LC3 42-45, £45,859- £49,213 (pay award pending)) depending on skills, qualifications and experience and the post holder is also entitled to join the local government pension scheme.

Thornbury Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community. Further information about this role and an application pack is available from our website: www.thornburytowncouncil.gov.uk or by email: clerk@thornburytowncouncil.gov.uk

If you would like further information about this role, please contact the current Town Clerk or Deputy Town Clerk on 01454 412103

The closing date for applications is Monday 24th January 2022 at 12 noon. Interviews are likely to be held w/c 7th February 2022.