

**Town Hall | 61 Newland Street | Witham | Essex | CM8 2FE** witham.gov.uk | 01376 520627 | townclerk@witham.gov.uk **TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER**

Salary scale SCP 44 - 50 (£48,017 - £55,684 p.a)

Witham Town Council is seeking to appoint a Town Clerk & Responsible Financial Officer to join a team of 11 staff in a proactive and forward thinking Town Council. Duties will include:

* To manage the strategic direction of the Town Council in order to meet the Council’s priorities as set out in the yearly Business Plans.
* To oversee the budgetary process.
* Engage the local community and community groups for the benefit of the town and its residents.
* Work constructively with elected members and officers and provide sound advice to the Council.
* Manage the day-to-day affairs of the Council.
* Attend meetings of the Council and its Committees (except where delegated) the Annual Meeting of the Council and the Annual Town Assembly.
* Ensure that Minutes of all meetings are taken, produced for approval by Council, Committee or Sub Committee and then kept safely.
* Advise the Council on its legal powers for any action that it may wish to undertake.
* Ensure that all properly resolved matters and adopted policies of the Council are followed and appro- priate action taken.
* Be the Council’s Proper Officer, Responsible Financial Officer and Data Protection Officer.
* Undertake staff appraisals.
* To be responsible for the conducting of Health and Safety risk assessments in accordance with the Act.
* Identify and to bring to the attention of the Council changes that may be required in Council policy and practice in the light of new legislation.
* Undertake any reasonable and/or legal duties that may be required from time to time by the Council.
* To be a named key holder for police and security purposes.
* To attend such conferences as may be required by the Council.
* To oversee production of the Council’s Newsletter.
* To oversee progression of projects undertaken by the Council.
* To oversee the implementation of a Neighbourhood Plan.
* Liaison with appropriate contacts at County and District Councils and other bodies.
* To provide support to the community team for delivery of civic and community events.

An extremely high standard of communication and organisation is essential in this role. You should have a reasonable level of I.T and office based skills in addition to a strong desire to build on your skills through the Council’s committed programme of continued staff development. Benefits include inclusion in the Local Government Pension Scheme (LGPS), flexible working hours (including at least one evening per week) and additional annual leave for long service. The Council operates a flexible working from home policy by agreement.

**The closing date for applications is Wednesday 26th January 2022. Application by way of CV and covering letter to be sent to Councillor Susan Ager at susanager37@gmail.com**

Please contact Councillor Michael Lager, Chairman of Staffing & Accommodation Sub-Committee in this respect should you wish to arrange an informal discussion about the role by telephoning 07462 794238.

Job Description: Town Clerk

**37 hours per week**

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* Any other duties commensurate with the post.