



**Town Clerk/RFO (Responsible Finance Officer)**  
**£51,334 to £55,274 per annum (currently subject to award)**  
**Salary Scale Point NALC LC4 Level 4, SCP 46 – 49**  
**37 hours per week**  
**+ Local Government Pension Scheme**  
**+ relocation package (if appropriate) of up to £10,000**

Hays Senior Finance are delighted to be partnering with Sleaford Town Council in the recruitment of their new **Town Clerk/RFO to lead the Council out of the Covid era and successfully deliver public services.**

Sleaford is a thriving, growing town with a current population of 19,000 and over 3000 new homes due for construction. Situated in the beautiful rural county of Lincolnshire, the town is within easy reach of Lincoln, Newark, Grantham and Peterborough with their wider amenities and easy access to London and the North. The county has over 50 miles of coastline and the Wolds, designated an area of outstanding natural beauty. The town and county prides itself on its outstanding schools (private, selective grammar and non-selective), making it a popular place for re-locators.

Reporting to the Chairman of the Council, the Town Clerk, supported by a dedicated Deputy Clerk, leads a successful and motivated team including 3 Administration Officers, a Services Team, and currently a temporary, part-time Responsible Finance Officer.

The Council is in a healthy financial position and is responsible for managing a number of public open spaces, eight playgrounds, two allotment sites and Sleaford Town Cemetery, and works closely with North Kesteven District Council and Lincolnshire County Council on wider issues.

You will lead the Council in a review of its Strategic Plan 2019-2023 and help set new timetables for achieving projects delayed by the Covid19 pandemic such as car park resurfacing and the provision of new public toilets.

### **Specific Responsibilities**

- Ensuring that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- Becoming familiar with and advising upon the Council's current Constitution and Standing Orders, and being aware of the Clerk's delegated powers.
- Preparing agendas for Council meetings, recording meetings, and preparing minutes for approval.
- Implementing and monitoring Council policies to ensure success and suggesting modifications where appropriate. Identifying new policies that the Council might need and working with Councillors to develop those policies.
- Sending and receiving correspondence as a result of Council's instructions or policies, and dealing with or bringing such items to Council's attention.

- Being the first point of contact for Councillors regarding all Council matters.
- Studying, researching and analysing Council activities and drawing up information/draft documents for consideration by the Council.
- With the support of the Deputy Clerk, supervising staff and undertaking all necessary activities in connection with the conditions of employment and work of the staff, including conducting regular staff appraisals and reporting the results to the HR Panel or Committee.
- Attending training courses and seminars as required and ensuring that staff receive appropriate training and updating.
- Acting as the Council's designated Health and Safety Officer and ensuring that risks are properly assessed and appropriate actions taken.
- Acting as the Council's Data Controller to ensure compliance with the Data Protection Act 1998 and any subsequent relevant legislation.
- As Responsible Finance Officer, with the support of the trained administration staff, being responsible for: preparing and maintaining accounts and other financial records including VAT returns; budgeting; making payments; reporting to Council about financial matters; receiving and reporting on invoices for goods and services to ensure prompt payment/receipt of payments.
- Building and nurturing partnerships with public, private and voluntary organisations that can add value to the role of the Council in improving the Town and providing services and amenities to residents.
- Acting as an ambassador for the Council and representing Council as required.
- With the support of the trained administration staff, being responsible for the Council's communications including the website and social media, and preparing and issuing press releases about Council activities or decisions, in consultation with the Chairman of the Council.
- Being aware of possible/expected legislative changes that might or will affect the Council, and to bring them to Council's attention.

### **The Successful Candidate**

- Ideally you will be a team leader and have a proven track record at a senior level of successfully delivering public services.
- You will ideally have previous experience working as a Town Clerk, or have been in a senior position in a principal local authority or have local government exposure. You will have a track record of success in leading, motivating and developing a team, being used to prioritising work, setting targets and delegating effectively. You will be used to managing a range of projects and activities to deadlines and budgets to time scale and within changing priorities. Experience of public procurement and contracting public works projects would be beneficial. A working knowledge of Employment and Health and Safety legislation is essential, knowledge of Equality legislation would be beneficial.
- You will be a proactive leader and project manager, able to anticipate future needs as well as deliver on current priorities, working in successful partnership with internal and external stakeholders including contractors, and be able to demonstrate strong negotiation skills. You will be able to contribute to strategic objectives. You will have proven skills in delivering and managing events and projects, and be able to deal with sometimes difficult and confrontational situations.
- You will have proven skills in budget setting and financial management with experience in dealing with a Council's auditing needs and the legislative requirements for its financial systems and reporting. Exposure to bidding for external funds would be desirable. You will have a good standard of education including numeracy and literacy and will possess AAT level 3 certification or equivalent. You will also have, or be prepared to obtain within twelve months, CiLCA (Certificate in Local Council Administration).

- You will have excellent written and verbal communication skills, and be able to converse comfortably with customers and stakeholders. You will be able to provide objective advice to Councillors in a timely and coherent manner, including report writing and analysis, and understanding and interpreting legislation relevant to the functions of local government. Familiarity with social media and the production of press releases would be beneficial.
- You will have strong IT skills including Microsoft Office, Excel and Adobe Acrobat and be adept at managing data conforming to General Data Protection Regulation.
- You will have experience of servicing committees and report writing, with a general knowledge of the law as it affects local authorities, formal Council meetings, agendas, and minute production. You will have the ability to operate with impartiality in a political environment. Experience of civic protocol, local authority processes and procedures, planning legislation and providing front line services to the public would be highly desirable.
- You will be expected to work with paid overtime some evenings and occasional weekends (town events) including 14 Full Council evening meetings over the course of the year and have the willingness and ability to travel if and when required for the job. You will be committed to equal opportunities, diversity, and community engagement.

If you would like more information about Sleaford Town Council and the recruitment process, then please contact Lisa Francis at Hays Senior Finance who is exclusively managing this vacancy on behalf of Sleaford Town Council.

**Contact details**

Lisa Francis, Senior Manager, Hays Senior Finance 01522 313300

[lisa.francis@hays.com](mailto:lisa.francis@hays.com)

*Closing date for CV's : Friday 29<sup>th</sup> July 2022*

All third-party applications will be forwarded to Hays Senior Finance