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| **A drawing of a ship  Description automatically generated with medium confidenceABOUT ALDEBURGH** |
| Aldeburgh is an attractive seaside town on the idyllic Suffolk coast, approximately two hours travelling time from Central London, whether by road or rail.Aldeburgh’s setting allows for walks along it’s beach, green spaces and river. The Town is notable for having been the home of composer Benjamin Britten and is known internationally for its annual Aldeburgh Festival of music and arts, the centerpiece of a year-round programme of cultural events. Aldeburgh also enjoys literary, food and documentary festivals, an independent cinema, a summer season theatre and a carnival. There is excellent sailing on the riversAlde and Ore, golfing on Aldeburgh Golf Club’s maritime heath course as well asa range of other leisure activities and amenities including craft, food and antiqueshops.Aldeburgh is proud of its heritage and maintains a strong independentcommunity spirit, with the Town Council working hard for its 2,000 permanent residents,rising to in excess of 10,000 with visitors during the summer months. |

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| **CONTACT**The Moot HallMarket Cross PlaceAldeburghSuffolkIP15 5DSinfo@aldebughtowncouncil.co.uk01728 452158 |

A picture containing sky, outdoor, road  Description automatically generated |

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| **ABOUT THE COUNCIL** |
| The Council consists of fourteen members, including a mayor and deputy, whogive their time and effort voluntarily. They are assisted currently by a full-time town clerkand deputy. Its duties cover four broad areas:- **Land and Property** A number of small, tenanted properties, four tennis courts, a bowls green, football and rugby pitches, boules pistes, some of the Town's open spaces, allotment sites, children’s play areas and recreation grounds. The council is also responsible for the management of the building in which its offices are situated; the historic Moot Hall, a Grade 1 listed building.- **Services and Relationships** A wide range of specific services purchased orA picture containing sky, outdoor, sunset, beach  Description automatically generatedsourced from other councils or agencies, such as the Highways Authority, the police, and principal contractors; managing the relationship with District and County Councils and other stakeholders. Liaising with members of the public to ensure agreed service levels are met.  |

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| - **Planning** The formal review of all planning applications in Aldeburgh as a statutory consultee. Frequent contact with East Suffolk Council as the Local Planning Authority.- **Grants and Events**Any application to the council for a grant, including school grants and local charity applications and the holding of events in the town by third parties. The Council also has responsibility for and directinvolvement in civic and community-led events such as the Carnival, Remembrance Sunday, the annual fireworks display and a children’s Sports Week each summer.**Full details of the Town Council’s activities can be found on the website, along with Minutes of all meetings of the Town Council and its Committees which give a good insight into its operation**. |

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| **JOB DESCRIPTION** **Overall responsibilities**The Town Clerk will be the Proper Officer of the Council and the Responsible FinanceOfficer and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authorities Proper Officer and have ultimate responsibility for the financial records of the Council and the management of its finances.The Town Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Town Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority’s activities and in particular to provide all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.**Statutory Functions**To act as Proper Officer of the Council and to conduct all the functions, and in particular to serve or issue all the notifications required by law of a local authority Proper Office.To ensure that statutory and other provisions governing or affecting the running of the Council are observed.**Council Policies and Instructions**To have total responsibility for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.To prepare drafts of, recommend and advise the Council on overall policies to be followed in respect of the Authority’s activities and to produce all the information required for making effective decisions and to implement constructively all decisions.**Meetings**To prepare, in consultation with appropriate members and in accordance with Standing Orders, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval, other than when such duties have been delegated to another Officer.To issue notices and prepare agendas and minutes for the Town meeting: to attend the assemblies of the Town meeting and to implement the decisions made at the assemblies that are agreed by the Council.**Service Management**To manage the day-to-day operation of all services (external and internal) provided by the Council.To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence because of instructions of, or the known policy of the Council.To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.To draw up both on his/her own initiative and because of suggestions by Councillors, proposals for considerations by the Council and to advise on practicability and likely effects of specific courses of action.To agree and issue any license for the use of land and property by a third party including but not limited to Allotments, provided the fee for such license is either authorised by Council, competitively established or, where there is no effective competition based on precedent established by Council or on market rates.**Staff**To supervise other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.To delegate tasks as deemed appropriate unless specifically mandated or prohibited by Council policy or law.To make recommendations to the Council about the appointment, re-assignment, or dismissal of permanent or temporary members of staff, having regard to the approved staffing budget, and employment and other law and provided that any permanent appointment will not have a material adverse effect on the precept requirement for the current or following year,**Responsible Finance Officer**To act as Responsible Finance Officer or to oversee the function if delegated to another member of staff. This includes:To be responsible for all financial records of the Council and the careful administration of its finances.To monitor and balance the Council’s accounts and prepare the records for audit purposes and VAT.To receive and report on such invoices for goods and services to be paid for by the Council and to ensure that such accounts are met.To issues invoices on behalf of the Council for goods and services and to ensure that payment is received.To ensure that the Council’s obligations for Risk Assessment are properly met.Periodically to review the Council’s investments and make prudent adjustments to optimise within the overall Treasury management policy.To maintain asset registers for insurance and or accounting records. To report quarterly to the Council on expenditure against budget.**Other** To act as the representative of the Council as required to and on third party bodies.To build effective relationships with a variety of statutory and non-statutory stakeholders.To be accountable for the effective management of all its resources and will report to them as and when required.To prepare, in consultation with the Mayor, press releases about the activities of, or decisions of, the Council.To be responsible for any Trusts administered by the Council.To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.To institute, defend and appear in any legal proceedings authorised by the Council.To appear or make representation to any tribunal or public enquiry into any matter in which the Council has an interest.To make any decisions necessary as a matter of urgency in accordance with applicable Standing Orders.**HOW TO APPLY**To apply please send CV and letter of application (500 words max) to info@aldeburghtowncouncil.co.uk. Applications must be received no later than 2 January 2023.The dates of interviews are to be confirmed but are likely to be w/c 9th or w/c 16th January 2023. Please monitor the website for update information on the timeline.**HOURS SALARY AND BENEFITS**37 Hours per week principally between 9am – 5pm Monday to FridayHours to be worked flexibly as the role demands to include evenings, typically 2 Mondays per month and occasional Saturdays/Sundays for events, on a time off in lieu basisSalary c. £32k - £38k per annum (in accordance with NALC Pay Scale SCPs 26 -32)Sick benefit (after probationary period)First year 1 month’s full pay and 2 months half paySecond year 2 months full pay and 1 month’s half payThird year 3 months full pay and 3 months half payRising to six months full pay and 6 months half pay after five years’ service.The Council operates a contributory Stakeholder pension which you are eligible to join on 1st January in any year. |

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PERSON SPECIFICATION – TOWN CLERK & RFO

1. **Education / Qualification**

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| **Necessary** | **Desirable** |
| Hold or study for the Certificate in Local Council Administration (CiLCA) | Bachelors degree and/or relevant professional, financial or management qualification or management qualification e.g. MBA, DMS, Certificate in Local Council Administration |

1. **Skills, Knowledge and Experience**

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| **Necessary** | **Desirable** |
| Strategic management experience | Good appreciation of law. Ability to read and interpret legal documents and legislation |
| Leadership skills and the ability to effectively manage a wide range of stakeholders | Understanding of local government democratic processes and civic protocol |
| Resilient, determined, ability to ‘get things done,’ innovative problem-solver, willingness to challenge | Ability to demonstrate a working knowledge of local government or other public sector organisations |
| Excellent communicator with good negotiation, influencing, networking and mediation skills | Marketing and social media skills |
| Proven written, aural and verbal ability |  |
| Sensitive to both the immediate and wider political environment. Ability to be detached and to provide objective, rational advice and opinion |  |
| Ability to operate at strategic, operational and practical levels, switching seamlessly |  |
| Drive change management through effective communication |  |
| Ability to interpret and implement complex procedural guidelines and instruction |  |
| Good knowledge of employment law and Health & Safety legislation |  |
| Proven budget management and financial expertise |  |
| Fully conversant with Microsoft Office; able to learn other software |  |
| Ability to prioritise workload to deliver against deadlines |  |
| Flexible approach to working hours; willingness to undertake irregular hours and or additional responsibilities |  |
| Full UK driving license or an acceptable explanation of how the needs of the role can be met without one  |  |