

Town Clerk and RFO, Bollington, Cheshire

Permanent – 30 hours (Flexible)

LC3 SCP 33 – LC3 SCP 36 (£22.14 – £23.70 per hour)

Applications are invited for the position of Town Clerk and Responsible Financial Officer to lead and manage the administration, personnel, resources, and finances of Bollington Town Council, and provide effective advice and support to elected members.

Bollington is a thriving town in Cheshire East borough, close to the Peak District National Park; the parish's population is around 8,000. The Town Council consists of 12 councillors, with 6 staff members (all part-time).

This is an exciting opportunity for a highly motivated and forward-thinking individual. You will be responsible for ensuring that council business is run effectively and services are delivered well, in accordance with the council's strategy. You'll lead a dedicated staff team and work with councillors to actively promote the work of the council within the community and beyond. You must be able to forge strong local partnerships alongside managing the statutory obligations of the council and its financial responsibilities, including budgeting and financial planning. The buildings to be managed include the Town Hall and a busy Civic Hall (part of which houses the town's Library).

The successful applicant will have excellent communication and interpersonal skills and a positive 'can-do' attitude, combined with strong commercial and financial management, and a proven track record of delivering projects. He/she will have the Certificate in Local Council Administration (CiLCA) or the willingness and commitment to work towards achieving this as soon as possible.

The role is predominantly office based, with some scope for working at home. Attendance at the monthly Council meetings (usually on Tuesday evenings), plus some committee meetings (a mixture of daytime and evening), is essential.

If you are interested in applying or discussing the role please email townmanager@bollington-tc.gov.uk or ring 01625 572985 for details.

Closing Date – Monday 24 February 2025 at 8am.