



Recruitment of Deputy Clerk & RFO – Emersons Green Town Council

Salary Scale: NJC SCP 29 – 32 (currently £35,411 to £38,296 p/a, pay award pending).

Plus – Local Government Pension Scheme, Relocation Package and Free Parking.

Emersons Green Town Council is seeking to appoint an innovative, forward thinking, and proactive Deputy Clerk & RFO to not just manage the Council's financial requirements but to also be an active part of the management team, supporting the Town Clerk in ensuring the Council achieves its targets and aspirations.

Based in Emersons Green itself, with a population of around 17,500, a precept of just over £305k for 2023/24 and an annual budget of just over £400k, it is a satellite town to the large nearby city of Bristol. The Council has an ambitious programme of growth, with aspirations to ensure the very best services and facilities are provided for its residents and visitors. There are also a number of projects which the Council wishes to undertake and complete as soon as possible.

The Deputy Clerk & RFO will lead on managing the Council's financial arrangements, as well as manage a small staff team directly whilst also acting as the Deputy Clerk in the absence of the Town Clerk.

Applicants must be able to demonstrate that they have relevant experience – a track record of service achievement, commitment to public service, be motivated, community focused, and possess sound financial, managerial, communication and organisational skills.

Candidates should ideally have a knowledge of local government law and procedures as well as a sound knowledge and awareness of financial budget management, supported by suitable experience and qualifications.

Attendance at evening meetings and weekend events may be required, for which time off in lieu will be granted. Emersons Green Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

A relocation package will be negotiated for the right candidate.

This process is being managed by a third party acting for the Town Council. For an informal discussion and to access the Recruitment Pack and an application form then please call Mr Reg Williams on 07494 760535.

- **The closing date for the receipt of applications is 12 Noon on Wednesday 7th June 2023.**
- **An informal get together interview will take place in Emersons Green during the evening of 22nd June.**
- **Formal interviews will take place in Emersons Green on Friday 23rd June 2023.**
- **It is hoped the new Deputy Clerk & RFO will commence their role around Monday 10th July 2023**