



Crewkerne
Town Council

**Town Clerk & RFO
Recruitment Pack
2025**



VACANCY

Town Clerk/Responsible Finance Officer (RFO)

SCP 32-36, dependent on experience and qualifications (£41,511 - £45,718 FTE, pay award pending).

30-35 hours per week to be worked by prior arrangement.

Background:

Crewkerne Town Council is seeking a proactive, organised and forward-thinking individual to take on the key role of Town Clerk and Responsible Finance Officer (RFO). The Council plays a vital role in supporting local initiatives, managing community assets, and enhancing the town's environment for residents and visitors alike. This is a varied and rewarding role at the heart of our community, offering flexible hours, Local Government Pension Scheme membership, and a supportive working environment.

The Role:

As the Council's principal officer, you will be responsible for:

- Overseeing the day-to-day management of the Council's services, operations and facilities
- Acting as the Council's Proper Officer and RFO, ensuring compliance with legal, procedural and financial regulations
- Advising and supporting councillors in their decision-making
- Managing council finances, preparing budgets, monitoring expenditure and ensuring sound financial governance
- Leading a small team of staff and working closely with partner organisations and community groups
- Supporting the Council's strategic plans and helping to deliver projects that benefit the community
- Availability for occasional evening meetings is essential

We are looking for someone who:

- Has excellent leadership, organisational and communication skills
- Is confident in managing budgets and local authority finance
- Has a good understanding of local government law and procedures
- Can build strong relationships with councillors, staff and the wider community

Ideally, candidates will hold the Certificate in Local Council Administration (CiLCA) or be willing to obtain it within 12–18 months. Previous experience in a similar role or in local government is desirable.

For an informal discussion about this post, please contact the Acting Town Clerk on 01460 74001 or email townclerk@crewkerne-tc.gov.uk.

Please apply by application form only. Full recruitment pack available at www.crewkerne-tc.gov.uk. Closing date: 5pm on Monday 25th August 2025. Interviews are likely to be held in the week commencing Monday 1st September 2025.



JOB TITLE:	Town Clerk and Responsible Finance Officer (RFO)
GRADE:	SCP 32-36, dependent on experience and qualifications (£41,511 - £45,718 FTE, pay award pending). The post-holder will be enrolled into the Local Government Pension Scheme (LGPS).
HOURS OF WORK:	30-35 hours per week to be worked by prior agreement. Availability for occasional evening meetings is essential.
BASED AT:	Town Hall, Market Square, Crewkerne TA18 7LN
ANNUAL LEAVE ENTITLEMENT:	23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). These allowances will be pro-rata for this part time position.
PROBATIONARY PERIOD:	This role is subject to satisfactory completion of a six-month probationary period.
START DATE:	As soon as possible.
JOB PURPOSE:	To act as the Council's chief officer, responsible for ensuring the effective management of its operations, governance, and finances, and to serve as Clerk to the Joint Burial Committee. The role provides professional support and guidance to councillors, ensuring compliance with legal and procedural requirements while delivering services to the local community.
REPORTS TO:	The Chair of the council (or Vice Chair in their absence).
KEY DATES:	The closing date for applications is Monday 25 th August 2025. Interviews will be held w/c 1 st September.

NB: Proof of the right to work in the UK will be required. Applications will be processed in accordance with the UK General Data Protection Regulations (GDPR). Under the provisions of the Working Time Regulations, employees with additional employments may consider 'opting out' of the 48-hour average weekly cap.

SPECIFIC RESPONSIBILITIES:

1. To ensure that statutory and other provisions governing or affecting the running of the Council and Joint Burial Committee (JBC) are observed.
2. To ensure that the Council's obligations for risk assessment are properly fulfilled, working in conjunction with the Operations Manager.
3. To prepare agendas for meetings of the JBC and of the Council and its Committees. To attend all meetings of the JBC and of the Council, its Committees and Sub-Committees, other than where such duties have been delegated to another Officer and prepare and/or check minutes for approval.

4. To manage insurance risk. To process claims as necessary. To report annually to Policy and Resources Committee and Full Council on insurance risk covered. To supervise and annually review the maintenance of the Risk Management Reports.
5. To receive correspondence and documents on behalf of the Council and JBC and to deal with or supervise the correspondence or documents or bring such items to the attention of the Council and JBC. To issue correspondence as a result of the instructions of, or the known policy of, the Council and JBC. To handle enquiries from members of the public.
6. To receive and report on invoices for goods and services to be paid for by the Council and JBC and to ensure such accounts are met. To ensure that invoices are issued on behalf of the Council and JBC for goods and services and to ensure payment is received.
7. To supervise 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 the salaries, conditions of employment, recruitment, training development, staff development reviews (appraisals), duties and work of other staff. To report and liaise thereon to the Staffing Sub-Committee.
8. To regularly review progress of the Council's Action Plan and to advise Councillors on how to achieve the desired aims and objectives.
9. To prepare or supervise the preparation of financial reports for the JBC and for the Policy and Resources Committee, and/or the Council. These reports will cover budget monitoring, fund balances, receipts to date, payroll, schedule of payment of accounts and other relevant current matters.
10. To assist in the preparation of draft estimates which, when approved by Council and the JBC, will form the annual budget monitoring during the year. To report thereon to the Policy and Resources Committee and to the JBC.
11. To ensure the Precept is submitted to the Unitary Council and supply any breakdown requested.
12. To monitor the work of the Finance Officer and oversee the production of accounts for audit purposes and calculation of VAT in accordance with Financial Regulations.
13. To identify the duties of all officers dealing with financial transactions and ensure, as far as possible, the division of responsibilities of those officers in relation to larger transactions. In other words, ensure that there is as much internal checking as possible.
14. To manage cash flow, control investments and bank transfers.
15. To oversee the management of payroll, including the Local Government Pension Scheme. To ensure prompt payment of PAYE and national insurance monthly. Also to ensure, where appropriate, prompt payment of sums due to the Pension Authority.
16. To take overall responsibility for submission of monthly VAT returns and to assist with VAT inspections.
17. To verify the code (i.e. allocate to expenditure budget headings) of supplier' invoices prior to authorisation for payment.
18. To ensure the preparation and balance of the final accounts are in accordance with the latest legislation and report thereon to the JBC and to the Policy and Resources Committee and the Council. To monitor compliance with these Regulations and ensure correct financial systems are in place.

19. To monitor the implemented policies of the Council and JBC to ensure they are achieving the desired result and where appropriate suggest modifications.
20. To draw up, both on own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and JBC and to advise on practicability and the likely effects of specific courses of action.
21. To supervise the control of online bank payments, and the maintenance of the Registers of Property and Assets.
22. To oversee the proper maintenance of the JBC and Council's portfolio of properties (whether leased, licensed, managed, because the Council is Trustee or owned) in liaison with the Operations Manager and the cleaning, security and maintenance of equipment and buildings.
23. To study reports and other data on activities of the Council and JBC and on matters bearing on those activities. Where appropriate to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion.
24. To supervise and edit the Council's newsletter. To oversee regular updates of the Council's webpage or website to ensure the required published documents are available to the public.
25. To act as a representative of the Council and JBC as required.
26. To issue notices and prepare agendas and minutes for the Annual Town Meeting; to attend the assemblies of the Annual Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
27. To oversee, in consultation with the Mayor, press releases about the activities or decisions of the Council.
28. To oversee the organisation of Council led events.
29. To continue to acquire the necessary professional knowledge for the efficient management of the affairs of the Council and JBC. To attend training courses and seminars on the work and role of the Clerk as required by the Council. To retain the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
30. To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
31. To be familiar with the computerised accounting system.
32. To supervise the administration of the Wednesday market in liaison with the Deputy Clerk and the Operations Manager.
33. To be responsible for the administration of all elements of cemetery management, including the issue and transfer of deeds, maintenance of the paper and computerised registers and liaison with local undertakers and stonemasons.

CIVIC AND COMMUNITY RESPONSIBILITIES:

34. To build and maintain professional, positive working relationships with Councillors, staff, volunteers, community groups, and other stakeholders.
35. To meet members of the public and representatives of the above groups, answering questions, responding to complaints and passing enquiries to the correct organisation where appropriate.

PERSONAL DUTIES:

36. To have regard to health and safety considerations for both yourself, employed or voluntary colleagues and the general public and to bring to the attention of the Council any issues which may contravene good practice or health and safety policies and procedures.
37. To treat all Councillors, colleagues, volunteers, and the general public with equality and respect.

PERSON SPECIFICATION

Town Clerk and Responsible Finance Officer 30-35 hours p/wk		
	Essential	Preferred
1. Educational qualifications	<p>5 GCSEs (or equivalent), including Maths and English.</p> <p>CiLCA qualification or commitment to achieve it within 12–18 months.</p>	<p>Educated to A-level standard or higher.</p> <p>Relevant professional qualifications.</p>
2. Work Related Experience	<p>Proven experience in administrative and financial management.</p> <p>Servicing formal meetings (agendas, minutes, reports).</p> <p>Preparation of budgets, financial monitoring, and reporting.</p> <p>Experience of supervising staff and working with elected members.</p> <p>Experience of dealing with members of the public and external bodies.</p>	<p>Experience in a local council or public sector setting.</p> <p>Cemetery or burial administration.</p> <p>Management of council assets and facilities.</p> <p>Working with council accounting and cemetery software</p> <p>Understanding of VAT, PAYE, NI and pension procedures.</p>
3. Skills/ knowledge and aptitude	<p>Strong knowledge of local government law, governance and financial regulations.</p> <p>Excellent written and verbal communication.</p> <p>Proficiency in Microsoft Office and computerised accounting systems.</p> <p>Ability to manage own workload, meet deadlines, and lead a team.</p> <p>Understanding of confidentiality, GDPR, and risk management.</p> <p>Experience with budget coding and year-end financial processes.</p>	<p>Familiarity with internal controls and division of duties.</p> <p>Knowledge of asset management and insurance processes.</p> <p>Experience managing council communications, website and newsletter.</p>
4. Other	<p>Excellent interpersonal skills and ability to work with councillors, staff, volunteers and the public.</p> <p>Commitment to continuous professional development.</p> <p>Availability to attend evening meetings and occasional community events.</p> <p>Ability to work independently and as part of a team.</p>	<p>Willingness to represent the Council at conferences and external meetings.</p> <p>Familiarity with local civic traditions and community engagement practices.</p>