



OAKHAM TOWN COUNCIL

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO) VACANCY

Oakham Town Council are currently looking to recruit a Town Clerk and RFO. The candidates must have relevant experience of working within local government and a political environment, preferably as a Town Clerk and hold the Certificate in Local Council Administration (CiLCA).

The Town Clerk's responsibility is to advise the Council on its work ensuring decisions are lawful and then managing the implementation of those decisions. The Town Clerk takes instruction from the Town Council as a corporate body and is not answerable to any individual Councillor. It is imperative that the Town Clerk remains, always, independent, professional, and objective in all that they do.

The Town Clerk is the designated Responsible Finance Officer and the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law.

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, producing all the information required for making effective decisions and to implement them constructively at all times.

- Based in the Council offices at Rol House, Long Row, Oakham, Rutland LE15 6LN
- The hours of work each week are 37 hours, plus attendance at regular evening Council meetings and some weekend events
- 21 days holiday plus Bank Holidays
- Entry into the Local Government Pension Scheme
- Salary Scale LC3 scale point 26 to 33, this is a full time equivalent of £30,451 - £36,922, dependent upon qualifications and experience

Application is by a covering letter explaining why you are suitable for the position and what you can bring to the Council, accompanied by a detailed CV.

Closing date: Friday 29th October at 5pm

For further information, please contact townclerk@oakhamtowncouncil.gov.uk or by phoning for an informal chat on 01572 723627