



CHIEF OFFICER / RESPONSIBLE FINANCE OFFICER (37 Hours FT)

Local Government SCP 24 – 28 subject to qualifications and experience

Pay range £29,174 (£15.16 p.h.) to £32,798 (£17.05 p.h.) and eligible to join the LG Pension Scheme

Passionate about your community? Looking for a fresh challenge?

Burnham-on-Crouch Town Council is seeking an enthusiastic, self motivated and forward thinking Chief Officer to join our team. We are an ambitious Town Council serving the residents of our growing, lovely, riverside Town in the Maldon District.

This full time job incorporates the Proper Officer role, Responsible Finance Officer, and Planning Clerk. The candidate will be qualified to CiLCA level but, if not, must be willing to gain the qualification at the Council's expense.

Managing a team of 2, and working with a forward looking group of Councillors the applicant will organise all aspects of the Councils work, including managing meetings, managing the accounts and ensuring the Council meets its statutory duties. Key requirements of this role:

- Sound knowledge and experience of local Government administration or equivalent
- Daily management of Council business, staff, finances, sites and assets.
- The ability to spearhead various projects, liaise with planners, and external bodies
- Competent in using Microsoft Office, accounting software, websites and social media.
- Dedicated, focussed with a 'can do' attitude and
- A belief in continuous improvement both personally and for the Council.

The work will be largely office-based, with evening meetings at least two or three times a month. It's desirable that the post-holder has their own transport.

Day-to-day duties are varied, so a flexible attitude and the ability to multi-task are essential. Working with councillors, the public and community groups requires good communication skills, genuine empathy, perseverance and a commitment to providing a high-quality service.

Application deadline: 30 June 2022 (midday)

For any enquiries and to request an application pack please contact the office@burnhamoncrouchtowncouncil.gov.uk or phone 01621 783426.