



Bognor Regis Town Council

Town Clerk/Responsible Financial Officer £68,000 to £78,315 (Scale point 53-58)*

Bognor Regis Town Council is a progressive council seeking to appoint an ambitious, creative, highly motivated and enthusiastic person to take on the role of Town Clerk and Responsible Financial Officer.

The Council is offering an excellent benefits package including an extremely competitive salary for the right person and local government pension scheme.

The successful candidate will hold, the Certificate in Local Council Administration (CiLCA) and must be able to demonstrate a dynamic skill set, with the capacity to think and act strategically, experience of administrative management in a complex environment, and the ability to understand local government law and procedure.

As well as being responsible for ensuring the Council achieve its statutory obligations and community objectives, core duties will include: - being the principal advisor to the Council through attending Council, Committee and Sub-Committee meetings as required; carrying out all the functions of a Council's Proper Officer, and in particular to serve or issue all the notifications required by law; overseeing the finance management and compliance of the Council, ensuring that the Council's finances are managed in accordance with relevant regulations, policies and best practice.

The Council's assets include the Picturedrome cinema in Bognor Regis which has undergone significant enlargement and improvement over recent years and is subject to a long-term lease. The asset is owned by the Town Council through The Bognor Pier Company Ltd. of which the Town Clerk is a Director.

The position is full time (37 hours per week) and is based on NJC pay scales for SCP 53 to 58 (£68,000 to £78,315)* depending on qualifications and experience, plus contributory membership of the Local Government Pension Scheme. Time off in lieu will be given for evenings and weekends worked, when required.

For further details, including how to apply, visit www.bognorregis.gov.uk, email clerk@bognorregis.gov.uk or telephone 01243 867744.

Closing date 5pm on Tuesday 27th May 2025.

**Pay award pending from April 2025*