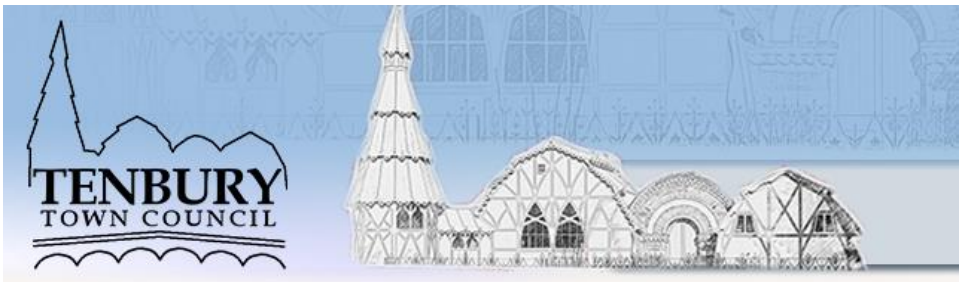


# TENBURY TOWN COUNCIL

# APPOINTMENT OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

**Salary within grade LC3**
**(SCP 33 – 36 - £45,429 - £48,738 p.a.)**
**Full-time (37 hours per week)**

A vacancy has a risen for the position of Town Clerk and Responsible Financial Officer due to the retirement of the present Town Clerk & RFO.

If you have a genuine interest in helping the Town Council develop and deliver timely, quality and innovative services to the local community, this post is ideal.

This pivotal role as the 'engine of the Council' offers a rewarding challenge ensuring the Council functions effectively and meets statutory obligations and continuing to deliver services to the community in an ever-changing local government environment.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst working with key local and regional bodies.

Suitably qualified, highly motivated and community focused, you will bring strong sound leadership, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet tight deadlines.

We offer excellent nationally based terms and conditions of employment, including Aviva Pension scheme, for this full-time post which involves evening and weekend attendance.

**Please call Lesley Bruton on 01584 810118 or email clerk@tenburytowncouncil.gov.uk for a recruitment pack and an application form.**

**Closing date for applications: 16th October 2026.**

Tenbury Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.