



**BOGNOR REGIS TOWN COUNCIL
TOWN CLERK AND RESPONSIBLE
FINANCIAL OFFICER
APPLICATION PACK
MAY 2025**





Welcome

Thank you for your interest in our position of Town Clerk and Responsible Financial Officer with Bognor Regis Town Council.

Job Title: Town Clerk and Responsible Financial Officer

Council: Bognor Regis Town Council

County: West Sussex

Salary: £68,000 to £78,315 (Scale point 53-58)* Starting salary dependent on experience

Hours: 37 per week plus evening meetings which may be taken as TOIL

Working pattern: Monday to Friday (with regular evening work and occasional weekends) requiring flexibility on the part of the post-holder

Reporting to: The Council

Benefits: Access to Local Government Pension Scheme

The initial holiday entitlement is 23 days plus bank holidays and 2 additional statutory days, increasing to 26 days after 5 years of continuous Local Government service

Closing Date: by no later than 5pm on Tuesday 27th May 2025

Bognor Regis also known as Sussex by the Sea is a well-known traditional seaside resort (small seaside town) with a population of c.27,000 in the five wards of the town in the county of West Sussex. It is a very pleasant coastal town with many sites of historical interest nearby and is nationally recognised as being one of the sunniest towns in Great Britain.

We are 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 and to help us achieve our purpose to enable the economic and social development of Bognor Regis and the surrounding infrastructure in a manner that enables the residents to improve their quality of life in all aspects.

Working from the Town Council's offices in central Bognor Regis applicants must be able to demonstrate a dynamic skill set, with the capacity to think and act strategically, together with having experience of administrative management in a complex environment. You will need the ability to understand local government law and procedure, have sound financial knowledge and experience of staff line management. You will also need the capacity to successfully represent the Council in discussions with external bodies. Proficient 'Office' IT skills are also essential.

The post will be responsible for ensuring the Council achieve its statutory obligations and community objectives and be able to promote the interests of the town by forging strong partnerships within the community. Some project management experience would be desirable.

The successful candidate will hold, the Certificate in Local Council Administration (CiLCA) and they will be the principal advisor to the Council through attending Council, Committee and Sub-Committee meetings as required.

The post will be responsible for the preparation/review of the annual strategic plan, performance plan and medium-term financial strategy. Day-to-day activities will include: -

Preparation in consultation with appropriate Members, agendas for meetings of the Council and Committees.

Monitoring the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications and improvements.

Ensuring that statutory and other provisions governing or affecting the running of the Council are observed.

Ensuring that the Council's obligations for Risk Assessment are properly met.

Drawing up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

Acting as the representative of the Council as required.

Preparing, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.

As the Proper Officer of the Council the Clerk as such is under a statutory duty to carry out all the functions of a Council's Proper Officer, and in particular to serve or issue all the notifications required by law.

The Clerk is also the Responsible Financial Officer and is responsible for 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.

This list is not exhaustive, please refer to the job description and person specification for more details.

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.

We offer an excellent benefits package including competitive salary and local government pension scheme.

The post is full time (37 hours per week), and will require some evening and occasional weekend working, which will be recompensed by time off in lieu. As an employer we are committed to equality of opportunity for all our residents and staff.

For more details, please read the Job Description and Person Specification within this application pack.

How to Apply

Applications should be made by submitting an application form and covering letter addressed FAO The Town Clerk, Bognor Regis Town Council, The Town Hall, Clarence Road, Bognor Regis, West Sussex, PO21 1LD. Applications can also be submitted by e-mail to glennafrost@bognorregis.gov.uk The closing date for applications is 5pm on Tuesday 27th May 2025. We aim to hold interviews over two days commencing Monday 9th June and Tuesday 10th June 2025. Further details will be provided to shortlisted candidates.

Application forms are available on the website: www.bognorregis.gov.uk or email clerk@bognorregis.gov.uk or phone 01243 867744. ***Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.***

**Pay award pending from April 2025*

JOB DESCRIPTION

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

TOWN CLERK

Purpose of the role

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all of its functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Town Clerk will be totally responsible for ensuring that the instructions of the Town Council in connection with its function as a local authority are carried out. The Clerk is expected to advise the Town Council on and assist in the formulation of policies to be followed in respect of the Town Council's activities and in particular to produce all the information required to support the Town Council in making effective decisions and to implement constructively all decisions. The individual appointed will be accountable to the Town Council for the effective management of its human and physical resources and will report to the Town Council on resourcing matters as and when required. On a strategic basis, the Clerk will be required to work with partners and the community to help deliver the Council's policies and plans.

The Town Clerk will also be the Council's RFO (Responsible Financial Officer) and plays a critical role in overseeing the financial management and compliance of the council. The position also has the responsibility of being Director of The Bognor Pier Company Ltd. and Bognor Regis Ltd.

Key Duties and Responsibilities

NOTE: The Town Clerk is accountable for ensuring that all of these duties and responsibilities are fulfilled and will carry them out either personally or supervise other employees who have them included in their job description.

Governance and Administration

- To act as the Proper Officer of the Town Council in ensuring that legal, statutory and other provisions governing or affecting the Town Council are assured.
- To advise the Town Council, ensuring all its decisions are lawful and that they are carried out effectively.
- To arrange for the preparation, in consultation with designated members, agendas for meetings of the Town Council and its Committees and to attend such meetings and arrange for minutes to be prepared for approval.
- To receive correspondence and documents on behalf of the Town Council and to deal with correspondence and documents received and bring

appropriate matters to the attention of the Town Council.

- To execute the decisions of the Town Council in the manner deemed to be most effective and appropriate.
- To draft new operational policies and initiatives for discussion by Councillors and to review existing policies in accordance with an approved review schedule.
- To monitor the implemented policies of the Town Council to ensure they are achieving the desired outcome and where appropriate to report to the Town Council on any proposed changes that may be considered necessary.
- To have the authority to sign legal documents on behalf of the Town Council having ensured that the implications of the documents are properly researched and technical advice obtained beforehand, and the Town Council fully informed of the action taken.
- To prepare reports, discussion papers or other documents for presentation at meetings of the Town Council and its Committees including the provision of options and choices on policy and service matters.
- To be responsible for ensuring that all administration arrangements are in place in connection with meetings.
- To assist the Town Council in the development and updating of key policies and procedures e.g. standing orders.
- To establish and maintain effective paper and electronic filing systems to record the business of the Town Council in a recoverable format.
- To maintain an awareness of all existing and emerging legislation and to keep the Town Council aware of any new obligations to be considered.
- To be responsible for the proper maintenance and safe custody of all council records, deeds and documents.

Strategic Development

- To advise the Town Council on the strategic development of its business and implement the Town Council's policies and plans and ensure they are reviewed at agreed intervals.
- To assist the Town Council in developing its future strategy and preparing a business plan to be implemented within a performance management framework.
- To oversee the development of any new community services and the management of the existing services in the community in line with the Town Council's policies.
- To develop and sustain new and existing partnership arrangements as necessary to achieve the Town Council's corporate goals.
- To represent the Town Council on external bodies as determined by the Town Council.
- To maintain a professional and effective working relationship with the Mayor, Committee Chairs and Councillors generally.

Information Management and Information Technology

- To ensure that the Town Council has appropriate policies in place in order to satisfy the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000 and associated requirements of the Information Commissioner.
- To ensure that all files and records are maintained in an effective manner and that the Town Council's policy on retention of documents is fully complied with.
- To ensure that effective and efficient arrangements are in place to deal with the security of information and data and that a business recovery plan is in place.

Management of Significant Assets

- To manage the Picturedrome cinema and any other assets that may come forward through Local Government Reorganisation.
- To monitor the structural integrity of the Picturedrome cinema and implement repairs and improvements as necessary in compliance with the lease agreement with the leaseholder.
- To ensure the leaseholder implements all the requirements of the lease in the management of the building.
- To review annually the requirements of the insurers, ensuring their requirements are met and that the building insurance is maintained.
- As Director of the Bognor Pier Company Ltd. to bring reports relating to all aspects of the Picturedrome cinema to the attention of Full Council.
- To work in liaison with the Town Council's accountants to ensure that VAT returns are properly filed and Year End Accounts are prepared, adopted by the Council and submitted to Companies House in the required timeframe.

Communications

- To arrange for the preparation of press releases, newsletters, the annual report and other publicity documentation.
- To deal directly with the media normally following liaison with the Mayor.
- Where appropriate, to meet with members of the public and organisations to discuss community issues, answer questions and respond to complaints.
- To oversee the implementation of all events (including civic events, town twinning events and community engagement initiatives) approved by the Town Council ensuring that they are delivered within budget and within the agreed timescales.
- To attend civic events in an official capacity and to act as a representative of the Town Council at external events and meetings as required.
- To ensure the effective organisation of any high-profile events scheduled in the annual calendar.
- To ensure the effective management and maintenance of the Town Council's website in an innovative way.

Health and Safety

- To ensure that the Town Council's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals.
- To ensure that risk assessments are prepared and reviewed in relation to all services, premises and events.
- To take care of your own health and safety and ensure through training and guidance that employees are aware of their responsibilities in relation to the roles they perform.

Project Management

- To research projects for consideration by the Town Council as may be required, including feasibility, funding, and future management and resourcing and once approved to manage projects ensuring adhesion to project plans, budgets and deliverables.

Equality and Diversity

- To support the Town Council in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.
- To ensure that all employees are fully aware of the Town Council's commitment to and obligations arising from equality legislation.

People Management

- To lead and manage the employees of the Town Council and nurture and develop the skills and effectiveness of each member of the team.
- To ensure that an annual training plan for staff and Councillors is prepared for consideration by the relevant Committee.
- To lead and co-ordinate the effective management of employees to ensure the efficient delivery of the Town Council's business and to ensure compliance at all times with statutory obligations.
- To provide suitable training opportunities for all employees in accordance with an annual training plan to be prepared for the approval of the Town Council.
- To ensure that all employees are appraised in accordance with the Town Council's employee appraisal scheme.
- To observe all policies and procedures contained in the Employee Handbook.
- To review as necessary the staffing structure, office procedures and resources in line with changes in the Town Council's plans and business.

Personal Development

- To develop professionally by keeping up to date your knowledge, skills and attitude to ensure efficient management of the Town Council's affairs.
- To become a member of the Society of Local Council Clerks (Annual fee to

be funded by the Town Council).

- To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.

Other

- To undertake other duties from time to time which are commensurate with the level and grading of the post.

RESPONSIBLE FINANCIAL OFFICER

The Responsible Financial Officer, as defined in the current Accounts and Audit Regulations, will be responsible for all the financial processes and records of the Council and the careful administration of its finances. The Responsible Officer will be supported by the Town Council's Accountant who currently assists with most of the finance matters.

Key Duties and Responsibilities will include:

Management Accounts

- To work with the Council's Accountants in preparation of monthly management accounts for presentation to Council. To include, variance and explanations, grants received and applied for.
- To be familiar with the computerised Omega accounts software system that is in place.
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
- To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- To verify and code to appropriate expenditure heads suppliers' invoices prior to certification for payment.

Financial Management

- Ensure compliance with statutory regulations and best practices in line with the Accounts and Audit Regulations 2015.

Procurement

- To oversee the process of reviewing quotations/tenders required for services, materials and equipment.

Budgeting & Reporting

- Prepare financial reports, forecasts, and annual budgets in liaison with the Council's Accountants and submit the precept requirements to the district council and supply any breakdown requested.

Committee Support

- Attend Policy and Resources Committee meetings to present financial updates and advise on financial stability.

Year-End Accounts & Audits

- To work with the Council's Accountants in preparation of the annual accounts and liaise with internal and external auditors. Prepare the Town Council's annual Financial Statements in accordance with applicable legislation and guidelines within applicable time constraints, make the Financial Statements available to Town Council's auditors and to provide such working papers, explanations and information as the auditors may require to carry out the annual audit. Prepare the annual Statement of Internal Control and seek the Council's approval of such statement every year.

Investments

- Manage cash flow.
- Ensure effective investment at all times.

Annual Estimates

- Prepare revenue and capital estimates for the Council in liaison with the Council's Accountant and make recommendations to the Council for the amount to be precepted in the following year. To prepare forecasts for subsequent years on a three-year rolling basis.

Payroll and Pensions

- Collect payroll data, check and sign off any monthly payroll submissions (Mayor's Allowance, overtime, variations in employee's payroll records etc.), liaise with external payroll providers, and manage pension fund queries and any other employee queries or payroll related matters.
- Review annual pension returns prepared by the external payroll provider and sign off prior to submission to Hampshire Pension Services who administer the Local Government Pension Scheme. Apply FRS17 rules to the Financial Statements if applicable.

VAT and Compliance

- To take overall responsibility for the submission of the Council's quarterly VAT returns prepared by the Council's Accountants. Deal with any queries from HM Customs and Excise and ensure that the Council meets all financial and audit requirements.

Insurance

- Ensure that the Council is suitably insured and process any claims as necessary.

Financial Supervision/Responsibilities

Maintain accurate and timely financial records to include: -

- Petty Cash - ensuring accurate records are maintained and float is regularly checked and reconciled.
- Bank Accounts/Investments – Ensuring cash and cheques are banked weekly, bank statements are checked and processed ready for reconciliation. Ensure cashflow is managed between accounts to ensure sufficient funds are available to make fortnightly payments in liaison with the Council's Accountants.
- Bank Reconciliations – Ensure reports and bank statements are checked and signed off in accordance with the Financial Regulations.

Risk Management

- To take overall responsibility for the Council's system of risk management (Local Council Risk System (LCRS)) covering all aspects of the Town Council's activities. Carry out an annual review of the Council's risk management strategy in liaison with the Deputy Clerk.

Compliance

- Ensure the Council is compliant with GDPR and Data Protection.

Financial Regulations

- To be familiar with and always compliant with the Council's financial regulations and procedures and ensure that the Council's financial regulations are always adhered to.

Asset Register

- Ensure that the Council's Asset Register is maintained to meet the auditor's requirements.

This list is not exhaustive and may be added to with any other duties commensurate with the post and salary as requested by the Council.



**Bognor Regis Town Council
Employee Specification
Town Clerk and Responsible Financial Officer**

<u>PERSON SPECIFICATION</u>		
EXPERIENCE COMPETENCIES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS AND EDUCATION		
Good standard of education, to A level standard or equivalent	Essential	Application Form/Provision of Certificates
A University Degree	Desirable	Application Form/Provision of Certificates
Certificate in Local Council Administration (CiLCA)	Essential	Application Form/Interview
Work experience at a senior level appropriate to the duties of the post	Essential	Application Form/Interview
STRATEGIC PLANNING		
Understanding of strategy and development of action plans to support forward planning	Essential	Interview

ADMINISTRATION AND FINANCIAL MANAGEMENT

At least 3 years' experience of administration and finance in a senior role	Essential	Application Form
Ability to set and manage budgets and prepare financial statements	Essential	Application Form
Ability to let and manage contracts, purchasing and invoicing	Essential	Interview
Ability to prepare agendas and take accurate minutes	Essential	Application Form
Previous experience of working in a local council	Essential	Application Form

PEOPLE MANAGEMENT

Experience in staff management. Ability to manage staff, including agreeing annual work plans and conducting appraisal interviews	Essential	Application Form/Interview
Ability to hold staff to account and apply personnel procedures as appropriate	Essential	Interview

THE LOCAL COUNCIL ENVIRONMENT		
Describe the challenges and opportunities facing the Town Council over the next 3 years	Essential	Presentation
Commitment to public service	Essential	Interview
Understanding of local council procedures and law	Essential	Interview
SKILLS AND ATTRIBUTES		
Good interpersonal and oral communication skills	Essential	Interview/ Presentation
Good written and communication skills	Essential	Application Form/ Interview
Ability to organise workload unsupervised and meet deadlines	Essential	Application Form
Political sensitivity, tact and diplomacy including maintaining confidentiality where required to do so	Essential	Interview
IT skills enabling use of internet, e-mail, word processing, financial databases and spreadsheets and website administration	Essential	Application Form
Good analytical, investigative and problem-solving skills	Essential	Interview

	Understanding of the requirements of the Data Protection and Freedom of Information legislation and its application within an organisation	Essential	Interview
	Understanding of the key components of effective project planning	Desirable	Application Form
	Awareness of Health and Safety legislation and its application within an organisation	Essential	Interview
PERSONAL STYLES AND BEHAVIOURS			
	A motivating and enthusiastic leader	Essential	Interview
	Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders	Essential	Interview
	Energy and resilience to lead and drive change	Essential	Interview
	Advocate of equality, diversity and respect in the workplace	Essential	Interview
	Strong commitment to developing high performance and a results driven culture	Essential	Interview
	Committed to local democracy, social justice and accountability to the	Essential	Interview

	community		
	Capable of critical reasoning and evidence-based decisions	Essential	Interview
OTHER			
	Committed to developing and keeping up to date personal knowledge level	Essential	Interview
	Prepared to attend evening meetings, and events and civic functions held at weekends or public holidays as required	Essential	Application Form
	Full driving licence and access to a car	Desirable	Application Form



BOGNOR REGIS TOWN COUNCIL

Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	
Where did you see the post advertised?	(This will help us with advertising future posts)
Personal Details	
Family Name:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work:
Personal email: (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
It is unlawful for us to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, we will ask you for evidence to satisfy Bognor Regis Town Council that you have the right to live and appropriate right to work in the UK.	
Do you require a work permit to work in the UK?	Yes/No
References	
<i>Please note references will only be taken up once an offer has been accepted by the successful candidate.</i>	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

Present or Most Recent Employment

Name of Employer:

Address of Employer:

Post Code:

Job Title:

Dates employed:

Current or final salary:

Period of notice required:

Please give a brief outline of your main responsibilities:

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

Training

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.

Experience	From/To

Information in Support of Your Application

If further space is needed, please continue on a separate A4 sheet.

Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Bognor Regis Town Council’s Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position at Bognor Regis Town Council.

The Equality Act 2010

We welcome applications from people with disabilities. If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

Additional Information

Driving Licence:

Do you hold a current driving licence? Yes/No
If YES, please state the type of licence and categories you hold:

Are you a car owner? Yes/No
If NO, do you have access to a car? Yes/No

Do you have any current endorsements? Yes/No
If YES, please specify:

Declaration

I confirm to the best of my knowledge and belief that the information I have given on this form is true and correct. I understand that the deliberate provision of any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or if I am appointed, may result in immediate dismissal without notice. I also acknowledge that canvassing of elected members of Bognor Regis Town Council, directly or indirectly, in connection with this job will disqualify me.

Signed:

Date:

Name:

Data Protection: The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.