



ALDEBURGH TOWN COUNCIL

ALDEBURGH, SUFFOLK, IP15 5DS
THE MOOT HALL, MARKET CROSS PLACE
Tel: 01728 452158 Email: info@aldeburghtowncouncil.co.uk

TOWN CLERK & RFO

An opportunity has arisen for a Town Clerk and Responsible Finance Officer in the picturesque coastal town of Aldeburgh in Suffolk.

The successful candidate will be the Proper Officer of the Council and be based in The Moot Hall; a Tudor building which serves as one of the oldest continuously used Council Chambers in the country.

The postholder is under a statutory duty to carry out all the functions and specifically to serve or issue all the notifications required by law of a local authorities Proper Officer. They also have ultimate responsibility for the financial management of the Council.

The scope of the role is wide-reaching. In addition to the legal and financial responsibilities, you will be involved with the organisation and facilitation of civic and community-led events, liaise with a broad range of stakeholders from the public, voluntary and commercial sectors and should expect to interact with the public on a broad range of topics.

No two days will be alike, but for the right candidate, the post will be hugely rewarding.

Supported by a small, but dedicated team, the role will suit someone who is self-motivated, with a questioning mind and excellent communication skills, who is committed to improving the built, physical and social environment for residents and visitors to Aldeburgh.

Details of how to apply, together with a job description and a person specification can be downloaded from the Town Council's website. www.aldeburghtowncouncil.co.uk

Closing Date – 31 July 2023