



VENTNOR TOWN COUNCIL



1 Salisbury Gardens, Dudley Road, Ventnor, Isle of Wight, PO38 1EJ

DETAILS

Job title: Full-time Town Clerk and Responsible Financial Officer

Organisation: Ventnor Town Council

Salary: £44,075 (SCP33)

Application deadline: 5pm Friday 8 May 2026

Annual Leave: 32 days + Bank Holidays.

Contractual Obligation: 35 hours weekly (Hybrid and flexible options available)

County: Isle of Wight

Email address: alison@ventnortowncouncil.gov.uk

Phone number: 01983 853775

SUMMARY

An exciting opportunity as a full-time Town Clerk and Responsible Finance Officer.

Ventnor is a friendly and beautifully unique coastal Victorian town on the South coast of the Isle of Wight, which enjoys a mild climate year-round and is steeped in history. The town is community-minded serving just under 6,000 residents.

The Town Council is seeking to appoint an innovative, dynamic, and proactive Town Clerk, to develop links with local groups and source funding to enable the council to become more sustainable and provide improved value for money for our local community.

If you have the enthusiasm, vision, and commitment to take the Council forward and manage a budget of circa £600k and 16 staff members (10.5Ftes) we would like to hear from you.

You will ideally hold the Certificate in Local Council Administration (CiLCA) or be willing to achieve it, with a proven track record in administrative and financial management and the necessary skills in people management and leadership, communication, and organisation.

Contact Alison Killick at alison@ventnortowncouncil.gov.uk for an application pack, or apply using the downloadable application form from our website www.ventnortowncouncil.gov.uk and returned to the same email address.

The Application Pack is available from our web site here:

<https://www.ventnortowncouncil.gov.uk/your-council/staff/job-opportunities/>



JOB DESCRIPTION

POST	TOWN CLERK & RFO	SALARY	£44,075 (SCP33)
REPORTING	TOWN CLERK	WEEKLY HOURS	35 HOURS
EMPLOYER	VENTNOR TOWN COUNCIL	ANNUAL LEAVE	32 DAYS
PURPOSE	TO FULFIL THE RESPONSIBILITIES OF PROPER OFFICER & RESPONSIBLE FINANCE OFFICER		

KEY TASKS

- 1) To ensure compliance with legal, statutory and other provisions governing or affecting the running of the Council.
- 2) Support the Council in defining its vision and in establishing specific objectives, plans and timelines for projects, functions and services which benefit the community.
- 3) To ensure the effective implementation of Council's lawful decisions, policies and projects.
- 4) To be responsible for the day-to-day management of all the Council's land, buildings and property.
- 5) To be accountable to the Council for the effective leadership and management of its staff team, operations, assets, finances and other resources.
- 6) To be the Council's Lead Officer for current and future projects and preparing the Council's forward planning strategy.
- 7) To be responsible for the Council's website and coordination of the Council's communications, maximising engagement with all sectors of the community; using social media and print media.
- 8) To represent the Council at meetings with the Isle of Wight Council and other official bodies accompanied by Members as appropriate.
- 9) To prepare, in consultation with appropriate Members and staff, agendas and minutes for meetings of the Council, its Committee, sub Committees, and Working Parties.
- 10) To support the Council's relationships with and support for the town's voluntary groups and organisations.
- 11) To respond to public enquiries, correspondence and emails in accordance with the Council's agreed policies.
- 12) To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- 13) To act as the Responsible Finance Officer, for the management of budgets, assets, and resources in terms of all operational matters.
- 14) To effectively manage the Council's business planning process, including those associated with service planning reviews, workforce planning and budget preparation.
- 15) To prepare financial reports for the Council to show financial activity against budget with financial statements reconciled to the Council's bank accounts.
- 16) To manage cash flow and control investments and bank transfers.
- 17) To ensure good procurement practice in compliance with current legal requirements.

18) To ensure that all money received by the council is regularly banked, all money due to the council is invoiced and paid promptly and that quarterly VAT returns are completed on time.

19) To oversee and sign off payroll matters.

RELATED TASKS

20) To embed equality of opportunity in all services and facilities for staff, projects and the community.

21) To carry out any other duties commensurate with the post.



ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE	ASSESSED BY
1) Holds or is willing to obtain the Certificate in Local Council Administration (CILCA).	Application form & Interview
2) Knowledge and understanding of local government structures and practices.	
3) High levels of literacy and numeracy including ability to analyse and communicate complex data and write clear and accurate reports.	
4) Ability to manage projects, delivering results to an agreed timescale and within budget.	
5) Experience of the use of IT systems for budgeting and data storage.	
6) Ability to build effective working relationships with Council Members, staff, and a range of stakeholders.	
7) Ability to recognise, impartially and objectively, the political and legal consequences of action being recommended by Members and provide advice accordingly.	
8) Ability to communicate at all levels in the community both orally and in writing, with good presentation skills.	
9) Experience of staff management including delegation and ability to motivate staff, maintaining collaborative working and commitments.	
10) Experience of bidding for external funds and grants and accounting for their use.	
11) Experience of financial management including budget setting and budget monitoring.	
12) Awareness of the legal, financial and maintenance issues of the management of significant assets.	
13) Ability to work to and meet deadlines, manage own workload, and report outcomes.	
14) Willingness to attend some evening meetings and work flexibly as required.	
DESIRABLE QUALIFICATIONS, SKILLS & EXPERIENCE	
15) Degree level qualification in a relevant subject area.	
16) Previous experience as Clerk or Deputy Clerk.	
17) Commitment to continued professional development.	
18) Awareness of and involvement with regeneration programmes.	
19) Experience of WordPress websites.	