

SEAFORD TOWN COUNCIL



Deputy Town Clerk &
Responsible Financial Officer

RECRUITMENT PACK
June 2025

"Working with our community to secure Seaford's best future"



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WELCOME FROM THE MAYOR

Thank you for requesting this information pack about Seaford. Hopefully it will answer your initial questions about who we are and what we do.

Seaford is the biggest town in the Lewes district and is often described as “a hidden gem” between Eastbourne and Brighton. The Town Council owns numerous valuable assets around the town including Seaford Head and is responsible for many of the services and concessions on the beautiful seafront. We have a population of more than 25,000 people and a lively community serving the interests of local residents.



Tourism is a rapidly rising activity with large numbers of both national and international visitors coming to view the iconic Seven Sisters white cliffs view point from Seaford Head. We are working hard to balance the challenge of welcoming them in ways to benefit the local economy whilst protecting the wonderful green spaces and wildlife diversity that make Seaford so special.

A structural review of activities and staffing in 2024 recommended further recruitment to enhance and support the ambitious Strategic Plan agreed in 2023. The proposed Local Devolution Plans for Sussex including a Unitary Authority are likely to have significant impact on the roles and responsibilities placed on the Town Council in the future, serving to strengthen and further enhance the importance of parish and town councils.

We are a friendly and supportive team of councillors and officers who welcome new ideas and new colleagues.

I hope that you find this information useful. Please make contact or arrange a visit, particularly if you are not already familiar with Seaford itself. We look forward to hearing from you.

Good luck with your application!

Councillor Maggie Wearmouth

Mayor of Seaford 2025 - 2026



WELCOME FROM THE TEAM

In 2024, the Town Council team came together to agree our mission and vision as a team:

Mission

We work together to enable Seaford communities and the Town Council to thrive.

Vision

To work together as a team to empower innovation, strive for excellence and celebrate success.

Seaford Town Council offers a truly great place to work but don't take our word for it. Our own team have said the following:

- 'No micromanagement, we are trusted to do a good job
- We have a collaborative culture, with a non-hierarchical style of working
- We are given the tools we need to do a good job
- Your opinion is always welcome
- We are always looking at new and innovative ways of working
- We are a team and help each other out'



JOB ADVERT

Deputy Town Clerk & Responsible Financial Officer

Location: Seaford, East Sussex, BN25 1HG

Grade: SCP 35 - 40, STC Grade 8 (starting £44,711 per annum)

Are you a highly motivated, experienced, and values-driven leader, ready to take on the key role of Deputy Town Clerk & Responsible Financial Officer?

This is a rare opportunity to step into a high-impact leadership role in one of East Sussex's most vibrant coastal towns. You'll help shape the Council's direction, ensure financial and governance excellence, and serve the local community through strategic service delivery and compliance.

As part of the Strategic Management Team, the Deputy Town Clerk provides senior-level support to the Town Clerk and takes direct responsibility for all aspects of corporate and democratic governance, financial oversight, and organisational development.

You will also fulfil the statutory role of Responsible Financial Officer, accountable for ensuring accurate financial records, regulatory compliance, and sound financial planning. In the Town Clerk's absence, you'll assume the Proper Officer responsibilities.

What You'll Be Doing

- Supporting the Town Clerk with the day-to-day running of the Council and deputising when required
- Acting as the statutory Responsible Financial Officer, managing budgets, audits, reporting, and the annual precept
- Managing and supporting four operational managers and their teams, leading key governance functions including finance, HR, policy, risk management, communications, and complaints
- Attending and presenting at council meetings and committees, including evening sessions (approx. 15–20 per year)

Continued overleaf....



JOB ADVERT

- Supporting the Town Clerk and Mayor in engaging with councillors and the wider community
- Overseeing the development and implementation of policies that support strong governance and high-quality service delivery
- Ensuring legal, financial, and data protection compliance, and overseeing public engagement and transparency
- Playing a key part in the Council's strategic development and continuous improvement

What We're Looking For

You'll be a confident and capable leader with strong experience in local government, finance, or corporate governance. You will combine analytical thinking and strategic insight with a passion for community service and high ethical standards. You'll bring:

- Senior-level experience in finance or governance, ideally in the public sector
- Strong working knowledge of local council legislation and operations
- Demonstrated success in budgeting, financial reporting, and audit oversight
- Able to deputise as Proper Officer and take on statutory responsibilities
- Skilled in managing people, resolving complaints, and delivering high-quality outcomes
- Experienced in producing reports for public and committee meetings
- Exceptional interpersonal, communication, and leadership skills
- Technically proficient, especially in spreadsheets, financial software, and digital systems
- Experience working with councillors or in a political/public sector environment
- Desirable Qualifications include: CiLCA (or willingness to complete within 12 months); FILCA and/or AAT/ACCA/CIMA qualification (or similar finance certification)

What We Offer

- You'll be working with a welcoming and supportive team based in central Seaford, with hybrid working options available.
- A rewarding role with a stable local government employer, with a competitive salary and generous pension.

Continued overleaf...



JOB ADVERT

- Flexible working hours and a culture that values wellbeing and work-life balance.
- The chance to take ownership of a varied, meaningful role – and grow with us.

This is more than just a job – it's an opportunity to lead with purpose and make a lasting contribution to Seaford. Apply today and help shape the future of our town.

Closing date for applications: Sunday 6 July 2025

Interview dates:

Telephone interviews: w/c 7 July 2025

Assessment day: Wednesday 16 July 2025

Seaford Town Council is committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values difference, recognising that employees from a variety of backgrounds bring important and positive contributions to the Council and can improve the way we deliver services.

We are proud to be a Disability Confident employer. If you require any reasonable adjustments throughout the recruitment and selection process, please let us know.



SEAFORD TOWN

Seaford is a town that attracts a variety of descriptions depending on where you read and who you speak to.

To some it is a seaside town, a rambling destination, a shopping location, a hub of community groups, a cultural or heritage haven, a family-friendly town – the list goes on...

Rather than recreate the descriptions that are plentiful online (including our very own website), we wanted to give you an insight as to how we see the town. Our councillors and officers have shared a fantastic array of words to describe what the town means to them:

BRACING **WHOLE SOME** **DESTINATION** **MEMORIES**

COAST **COMMUNITY** **BEACH HUTS** **NATURE**

FRIENDLY **CHALK** **FRESH** **PEACE**

GOLF **HISTORY** **UNASSUMING** **KITTIWAKES**

TIDE **WINDY** **HOME** **PEOPLE**

18TH TEE **BREATH-TAKING**

SAFE **POTENTIAL** **SEAFRONT** **TRANQUILITY**

ACTIVE **STROLLING**



THE TOWN COUNCIL

Seaford Town Council recently celebrated its 25th anniversary, having been created in May 1999. The Town Council is made up of a team of 22 council officers and 20 councillors, who work closely together and with the community to secure Seaford's best future.

Councillors are elected by residents and look after specific areas (wards) for the period they are elected, usually four years. Councillors work together, as a corporate body, to ensure that the Town Council continues to represent the needs of the town, its residents and visitors.

The Town Council appoints a councillor as Mayor of Seaford on an annual basis (usually in May). The role and responsibilities of the Mayor of Seaford are set out within the [Mayor's Portfolio](#) available to view online.

Council officers are employed by the Town Council and work to deliver the strategy and decisions of the Town Council. Officers also play a key role in ensuring councillors are kept informed and supported to do their roles.

[Municipal services within Seaford](#) are provided by three tiers of local government – the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery.

The [Town Council's 2023 - 2027 Strategic Plan](#) is available to view online.



OUR TOWN COUNCILLORS



SAM ADENIJI



SHAH ALI



LIZ BOORMAN



CHRISTINA BRISTOW



ROD BUCHANAN



STEPHANIE DUBAS



FREDDIE HOAREAU



OLIVIA HONEYMAN



RICHARD HONEYMAN

**NORTH WARD
BY-ELECTION PENDING**



JIM LORD



SALLY MARKWELL



OLLY MATTHEWS



JAMES MEEK



GEOFF RUTLAND



LINDSAY STIRTON



RUTH STIRTON



IMOGEN TAYLOR



LINDA WALLRAVEN



MAGGIE WEARMOUTH

To find out more about our Councillors click [here](#)



OUR STAFF

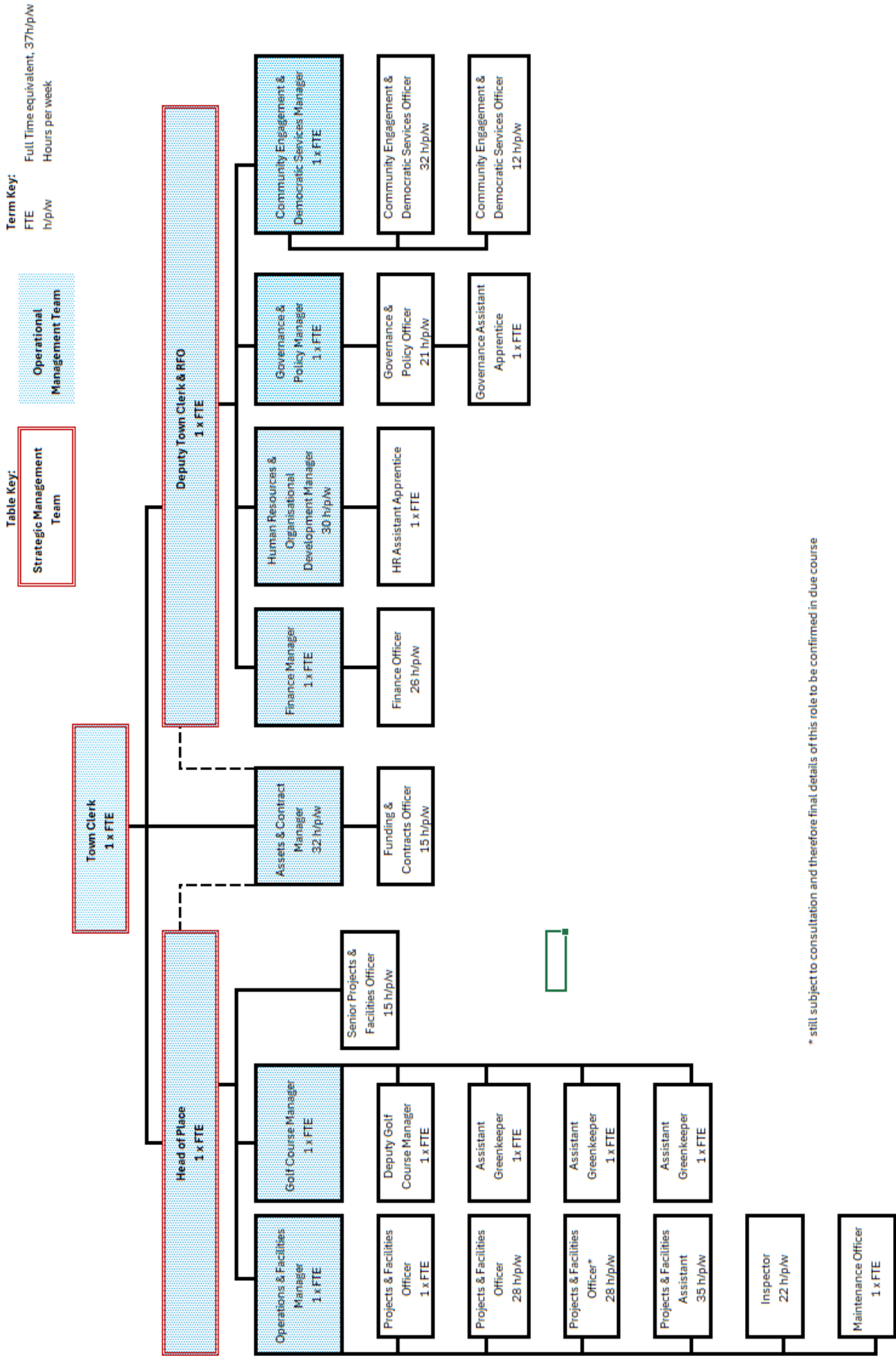
Staff Structure Review

In December 2024, the Town Council agreed changes to its staff structure within the office teams in order to ensure more capacity within the team, address skills gaps or those in areas of responsibility and also future proof the Town Council and ensure greater resilience.

The new office staff structure is included overleaf. All permanent staff have a role within the new structure and, in addition to this post being advertised, there are further opportunities that will be open to a full recruitment process in the near future.

Town Councillors have been fully involved in the recent structural review, which will lead to some transitional planning and a review of the Town Council's Strategic Objectives.

Revised Staff Structure - Effective from April 2025





WHY WORK WITH US

What can Seaford Town Council offer you as an employer?

Holidays

- Full time equivalent of 25 days holiday per year, rising to 28 days after five years' service, plus Bank Holidays. This would be calculated pro-rata to your working pattern where required
- Some staff are not automatically entitled to Bank Holidays off, where this is the case your holiday entitlement is increased accordingly

Pension Scheme

- Generous Local Government Pension Scheme available, currently at: 20.1% employer contribution and 5.5%-6.8% employee contribution
- There is also an alternative scheme, NEST, currently at 3% employer contributions and 5% employee contribution

Salary

- Regular monthly salary payments by BACS and emailed payslips, with helpful HR and Payroll Officers to help with any queries or assistance
- Possibility of up to four additional increments above salary bracket with specific qualifications (Certificate in Local Council Administration and Community Engagement & Governance qualifications)
- As determined at the national level, the possibility of a pay award (increase) to salaries, usually annually in April

Flexible Working

- Additional Hours Policy governing any recompense for additional hours
- We welcome flexible working requests, whether this be part time or compressed hours, hybrid working or mobile working. Any requests will be subject to assessment against the requirements of the role

Continued overleaf...



Sick Pay

- If you are absent from work owing to illness (including injury or other disability) you will normally be entitled to sickness allowance based on a set scale

Continuous Service

- The Town Council will recognise continuous service

Benefits*

- Discount on food at The View
 - Reduced corporate membership at Wave Leisure
 - Eye test and glasses for DSE use contributions
 - Access to confidential 24/7 counselling
- (*non-contractual)

Wellbeing

- The Town Council is committed to supporting its employees and their wellbeing
- The Town Council adopts a supportive and caring approach to its staff in their times of need, including paid compassionate leave, assessments of reasonable adjustments required, flexibility with working hours (where possible) and phased returns to work following medium/long term sickness absence
- Regularly updated risk assessments for the Town Council's activities and dedicated officers ensuring the health and safety of all staff
- Employment with a stable local government employer
- An employer that understands its duty of care to its employees

Other Leave

- Enhanced maternity, paternity, adoption and shared parental leave pay entitlements
- A supportive and flexible approach, where possible, for staff with dependent or caring responsibilities
- A Reservist Policy showing the Town Council's commitment to employing reservists of the Armed Forces. This includes additional paid leave to cover the annual two-week training programme for reservists



JOB DESCRIPTION

Role: Deputy Town Clerk & Responsible Financial Officer

Reporting to: Town Clerk

Responsible for: Community Engagement & Democratic Services Manager, Finance Manager, Governance & Policy Manager and Human Resources & Organisational Development Manager

Work pattern: 37 hours per week

Work location: Town Council offices, with a minimum of 50% office working, with any home working agreed with line manager and dependent on business needs

Salary grade: STC 8

Salary bracket: SCP 35-40 starting on SCP 35, £44,711 per annum

1. Job Purpose

The Deputy Town Clerk plays a pivotal role within the Town Council as a key part of the Strategic Management Team.

The Deputy Town Clerk will assist the Clerk in the exercise of their duties as required and act as the Head of Service for the corporate and democratic governance service strands of the Town Council. In the absence of the Town Clerk, the Deputy Town Clerk will assume the Proper Officer responsibilities.

The other significant aspect of the role is taking on the duties and responsibilities of the Town Council's Responsible Financial Officer (RFO). As a statutory officer under the Accounts and Audit Regulations 1996 and subsequent legislation, the RFO is overall accountable for all the financial records of the Town Council and ensuring careful administrations of its finances.

2. Areas of Responsibility

Joint strategic leadership

Statutory office of Responsible Financial Officer

Deputise for Town Clerk, including Acting Proper Officer in Clerk's absence

Executive and councillor support

Continued overleaf...



Job Description continued...

Officer representative for 'governance' at committees and support to Town Clerk at Full Council evening meetings
Corporate and democratic governance
Complaint Handling
Line management of four operational manager positions

3. Duties & Responsibilities

Joint Strategic Leadership

3.1. As part of the strategic management team, to oversee the strategic performance of the Town Council, including, but not limited to:

- a) Ensuring statutory and other provisions governing or affecting the running of the Town Council are complied with
- b) Monitoring and regular reporting of performance against the Town Council's Strategic Objectives, statutory duties and other commitments
- c) Identifying, assessing and managing strategic and organisational risks that the Town Council is exposed to. Supporting the annual review of the Town Council's risk management strategies and processes
- d) Fostering a collaborative working environment for councillors and officers, creating a positive working atmosphere and culture, through training, performance management, and enhancing staff and councillor understanding of how the Town Council operates as a whole
- e) Staying up to date with matters affecting the sector, identifying opportunities or challenges facing town/parish councils, bringing these to the Town Council's attention as required, and factoring these into the forward work plans
- f) Monitoring the Town Council's adherence to and effectiveness of its policies, amending or introducing new policies as and when required, and ensuring that necessary frameworks exist to support the operational delivery of policy requirements

Continued overleaf...



Job Description continued...

- g) Ensuring that the Town Council has the necessary systems in place to engage with the public and stakeholders, allowing public interest considerations and adding value help to inform the Town Council's decision making and activities
- h) Staying alert to local topics of interest or threats to Seaford, assessing the Town Council's role (if any) and taking the necessary steps to identify any course of action
- i) Acting as a primary representative of the Town Council in public forums, meetings, and community events
- j) Representing the requirements of the Town Council's workforce at Full Council and committee level, and
- k) Ensuring that adequate systems are in place for the required / appropriate level of business continuity and / or emergency planning within the Town Council.

Responsible Financial Officer duties

- l) To oversee (in conjunction with the Town Clerk), monitoring and balancing of the Town Council's accounts, financial transactions, preparation of records for audit purposes and VAT in accordance with Town Council policy and proper practices.
- m) To oversee internal and external audit processes, liaising as required with auditors and ensuring compliance with audit regulations and public inspection rights. To ensure correct reporting of audit reports to the Town Council and follow up of actions identified. To support the external auditor with objections received and the necessary work to handle these.
- n) Responsible for quarterly submission of VAT Returns. To advise the Town Clerk on VAT issues, seeking expert professional assistance for compliance and legislation including partial exemption calculations
- o) To have ownership of the preparation and implementation of annual budget and precept, including submission of the annual precept claim to Lewes District Council, forecasting for subsequent years on a five-year rolling basis and long-term planning, and monitoring the budget monthly preparation and applicable explanations of quarterly budget monitoring reports.

Continued overleaf...



Job Description continued...

- p) To coordinate the review of the Town Council's financial policies, including methods of internal control and investment strategy.
- q) To complete the Annual Governance & Accountability Return (AGAR).
- r) To provide internal support in relation to financial considerations e.g. with assets management or project feasibility studies.
- s) To oversee and ensure compliance with the requirements within the Local Government Transparency Code

Deputise for Town Clerk, including Acting Proper Officer in the Clerk's absence

- 3.2. To be available to deputise in the absence of the Town Clerk, as required.
- 3.3. To hold the responsibilities as Acting Proper Officer in the absence of the Town Clerk.

Executive and councillor support

- 3.4. To provide executive support, as required, to the Town Clerk and as a member of the Strategic Management Team.
- 3.5. In conjunction with the Town Clerk, to engage, advise and plan collaboratively with the Mayor, Committee Chairs and other Town Councillors, assisting with specific aspects of their roles as required, giving guidance on possible effects of specific or proposed courses of action and to review proposal submissions.

Officer representative for 'governance' at committees and support to Town Clerk at Full Council evening meetings

- a) Attendance at regular evening meetings (approximately 15 - 20 per annum).
 - b) Lead officer for the 'Finance & General Purposes Committee and Personnel Committee.
- 3.6. Preparing high level reports for committee and council meetings, presenting and responding to queries in meetings, to facilitate informed decision making.

Continued overleaf...



Job Description continued...

- 3.7. Overseeing the creation of all reports within 'corporate and democratic governance' teams in adherence with the Town Council's meetings cycle.
- 3.8. Support or deputising for the Town Clerk in Full Council meetings, including responding to public and councillor queries on matters relating to the role's scope of responsibilities.
- 3.9. Clerking committee or Full Council meetings in the absence of the Town Clerk.

Corporate and democratic governance

a) To oversee and ensure the success of the corporate and democratic governance functions of the Town Council, including: Civic, Communications, Complaints, Council Meetings, Data Protection, Community Engagement, Democratic Services, Finance, Human Resources, Information Requests, Planning, Policies and Risk Management.

Complaint Handling

- b) Handling second tier complaints on all non-place related matters through to resolution.
- c) To receive and handle complaints against the Town Clerk in accordance with Town Council policy. To work with the support of the Chair of Disciplinary & Grievance Panel, who will be the main point of contact when handling the complaint and offer the necessary 'protection' during this process.

Line management of four operational manager positions

- 3.10. To manage direct line reports – including supporting recruitment and onboarding, ongoing performance management, professional and team development, and team wellbeing.
- 3.11. To liaise regularly with operational managers regarding the activity and overall performance of their teams.

Continued overleaf...



Job Description continued...

Other

- 3.12. To work closely with the Town Clerk and Head of Place acting as a key part of the tripartite Strategic Management Team for the Town Council, providing strategic oversight of the full gamut of Town Council responsibilities and activities.
- 3.13. To provide governance support and challenge across the organisation, to encourage good governance throughout the Town Council's activities.
- 3.14. To ensure the accessibility, branding and consistency of all published documents.
- 3.15. To promote and deliver equality, diversity and inclusion in the workplace.
- 3.16. Flexibility to work occasional additional hours to ensure deadlines are met within the team.
- 3.17. To ensure communication of areas of work, where relevant, with other members of staff, councillors, third parties and/or the public.
- 3.18. Undertake any other duties as required by the line manager, consistent with the level and scope of the post.

Continued overleaf...



PERSON SPECIFICATION

4.0 Person Specification

ATTAINMENTS - Essential

- 4.1. Experience in a senior management role within finance or governance, ideally within the public sector.
- 4.2. Proven success with budgeting, financial reporting, and auditing.
- 4.3. A keen understanding of working with elected councillors in a democratic political environment.
- 4.4. A working knowledge of local council governance, legislation, current and future risks and opportunities.

ATTAINMENTS - Desirable

- 4.5. To be CILCA (Certificate in Local Council Administration) qualified, or willing to work towards within 12 months of joining.
- 4.6. To be FILCA (Financial Introduction to Local Council Administration) qualified, or willing to work towards within 18 months of joining.
- 4.7. AAT qualification or relevant professional certification i.e. ACCA, CIMA or CPA.
- 4.8. A solid understanding of risk management within a local council setting.

JOB-SPECIFIC CAPABILITIES - Essential

- 4.9. Carrying out a politically restricted role.
- 4.10. Experience of budget management and prioritisation.
- 4.11. Strategic leadership and performance monitoring to enable achievement of Town Council aims and success of your team.
- 4.12. Involvement in the development and implementation of policy and practices.
- 4.13. Capable of deputising for the Town Clerk/Proper Officer and holding the statutory responsibilities as RFO.
- 4.14. Resilience required within a senior role including critique and challenge from elected councillors, often with differing viewpoints and priorities.

Continued overleaf...



PERSON SPECIFICATION

- 4.15. Experience of collaborative, partnership working with internal and external stakeholders.
- 4.16. People and team management and leadership skills.
- 4.17. Ability to handle queries and complaints in relation to areas of responsibility in a fair, objective and tactful manner.
- 4.18. Ability to prepare high level reports to facilitate informed decision-making by others.
- 4.19. Accuracy in financial record-keeping and an eye for detail when reviewing budgets, expenses and financial statements.
- 4.20. Proficient computer user, including with Microsoft Office (with a high level of competency with spreadsheets), accounting packages (for example, RBS/Rialtas) and online bank accounting.
- 4.21. Experience of identifying financial challenges, proposing solutions and implementing effective strategies to address them.
- 4.22. Facilitating meetings through chairing, clerking and / or presenting information, ideally within a public sector role.
- 4.23. Able to develop and articulate a clear vision for the future.

JOB-SPECIFIC CAPABILITIES - Desirable

- 4.24. Proven ability to take difficult decisions and convey outcomes clearly and sensitively.
- 4.25. Experience of providing support and guidance 'upwards', ideally to Town Councillors or in a Board setting.
- 4.26. Crisis management.

SOFT SKILLS - Essential

- 4.27. Passionate about making a difference in Seaford's community.
- 4.28. Excellent communication and interpersonal skills.
- 4.29. Ethical and professional conduct, reliable and consistent in approach and leading by example.

Continued overleaf...



PERSON SPECIFICATION

- 4.30. Dynamic and creative problem-solving, showing resourcefulness.
- 4.31. Strategic and critical thinking.
- 4.32. Persuasion and negotiation skills.
- 4.33. Public speaking skills.
- 4.34. Demonstrates an understanding and an appreciation of the importance of equality, diversity & inclusion.
- 4.35. Patient and empathetic.
- 4.36. Willing to learn and committed to continuous professional development, driven by the individual.

PHYSICAL ATTRIBUTES – Essential

- 4.37. The ability to work regular evening meetings.
- 4.38. With sufficient notice, the ability to work flexible hours, including ad hoc evenings and weekends, as required, to meet project deadlines and / or attend Town Council meetings or events.



HOW TO APPLY

Accessing and Completing the Application Form

- Application forms are completed online via Google Forms, which can be accessed online here [online application form](#)
- **If you need an application form in a different format, please let us know**
- Once you have clicked on the Google Forms link, opened the application form and entered an email address, the form will auto-save meaning that you can revisit the form as many times as you like before submitting your final application
- The form auto-saves, meaning you do not need to manually save this as you work on it or before closing the webpage down
- To revisit your form, just click on the application form link above and you will return to your last auto-saved version
- All sections of the application form need to be completed. Many questions are 'required' and as such, you can't move forward in the form unless you complete these
- There is an option to upload a CV or supporting document to set out the details of your previous employment - please ensure that any uploaded documents provide the information requested within the application form

Continued overleaf...



How to Apply continued...

Section 6 - Application Questions

- The person specification provided within this recruitment pack contains the skills and qualities that the Town Council is looking for in the successful candidate
- Section 6 of the application form is entitled 'Application Questions' and it is within this section that you can demonstrate your suitability for the role by showing us how you meet the essential and/or desirable criteria set out within the person specification
- These are vital questions to be answered for shortlisting purposes and success in being invited for interview

Submitting your Application

- Once you are happy with your form and have completed all sections, click 'submit'
- If you have any queries on the application form, either during or after submission, please reach out to us by email on recruitment@seafordtowncouncil.gov.uk
- If you require any adaptations or support, please do let us know

Privacy Statement

The Town Council's privacy statement about how we process and store your personal data as an applicant can be found on

[our website's Privacy Policy page](#)



SELECTION PROCESS

All applicants will be acknowledged and considered by the selection panel. You will be informed in writing of the outcome of your application.

Activity	Date
Closing Date	Sunday 6 July 2025 midnight
Preliminary interviews via MS Teams	w/c 7 July 2025
Assessment Day (in person at our offices in Seaford)	Wednesday 16 July 2025

If you are invited to interview, we will make contact with you to find out if you have any accessibility needs and/or require reasonable adjustments to the interview process.

Thank you so much for your interest in working for Seaford Town Council. We look forward to receiving your completed application