



VACANCY

Chief Executive Officer and Responsible Finance Officer

SALARY: SCP LC3 42-45, £51,802- £55,367

HOURS: 37 per week (regular evening meetings with hours to be taken back as time off in lieu)

CONTRACT: Fixed-term maternity cover (anticipated duration up to 12 months), subject to satisfactory performance. Potential for hybrid working.

ANNUAL LEAVE: 33 days + Bank Holidays

REPORTING TO: Council via Staffing Committee

This post is a fixed-term appointment to cover maternity leave. The contract will terminate upon the return of the substantive postholder, or earlier if service requirements change, in accordance with employment legislation.

Thornbury is a historic market town in South Gloucestershire, surrounded by open countryside. Guided by its Strategic Plan (2023–2028) and managing a precept of around £1M, Thornbury Town Council is entering an exciting and ambitious phase of delivery. The successful candidate will play a central role in overseeing and progressing a number of high-profile community projects, including the replacement of the town's splashpad, the development of a new memorial woodland, the installation of a multi-use games area (MUGA), and the continued growth of, and collaboration with, the local Skate Park Community Interest Company. This role offers the opportunity to work with an enthusiastic and aspirational body of councillors, alongside a motivated and proactive staff team, to translate strategic priorities into tangible improvements for residents and visitors to Thornbury.

The Chief Executive is responsible for all aspects of Council operations, including the duties of the Responsible Finance Officer, delivering services such as the Cemetery, Council properties and open spaces, leading a team of 15 staff, managing the delivery of council projects and initiatives, and supporting councillors in their decision making. The Chief Executive is required to provide expert legal and sector best practice advice to the council.

This role will require someone who has knowledge and experience of managing projects, ideally capital based and with experience of public sector procurement regulations. The post holder will also be responsible for ensuring the Council fulfils its legal obligations, including health and safety and governance. Expertise in budgeting, financial management and reporting is also required.

The ideal candidate will have excellent communication skills, experience of working in a local government environment, managing staff, finance, contracting services and partnership working. Applicants must be CiLCA (Certificate in Local Council Administration) qualified. The successful candidate must be able to demonstrate relevant experience such as a track record in all aspects of business management and financial acumen, plus an ability to navigate and interpret legislation.

This is a full-time role which involves attending regular evening meetings and working outside normal office hours. In return the council offers a generous salary and annual leave package. The post holder is also entitled to join the Local Government Pension scheme. The role is offered on a fixed-term basis for the duration of the maternity leave cover.

Thornbury Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community. Further information about this role and an application form is available from our website: www.thornburytowncouncil.gov.uk or by email: clerk@thornburytowncouncil.gov.uk.

Deadline for applications is 9am **on Monday 16th March 2026**.

Interviews: Wednesday 19th – Thursday 26th March 2026

Start date: End of May/early June 2026.

If you would like further information about this role, please contact the current postholder, or Deputy Town Clerk, on 01454 412103.