



VACANCY

Chief Executive and Responsible Finance Officer

SALARY:	SCP LC3 42-45, £51,802- £55,367
LOCATION:	Thornbury, BS35 2AR
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.
REPORTING TO:	Council via Staffing Committee

Lead a motivated team. Deliver visible community impact. Keep Thornbury moving forward.

Thornbury is a historic and thriving market town in South Gloucestershire, surrounded by open countryside and a strong, engaged community. With a precept of around £1M and a clear Strategic Plan (2023–2028), the Town Council is entering a significant delivery phase — and we are seeking an experienced, steady, and confident Chief Executive to guide the organisation through a year of important projects and operational continuity.

This fixed-term role is ideal for someone who enjoys leading teams, has experience managing projects to completion, applies strong governance, and enjoys service delivery. You'll be joining a proactive staff team and an ambitious group of councillors who are committed to delivering tangible improvements for residents.

What you'll be doing

You will oversee the full range of Town Council operations, including the statutory duties of the Responsible Finance Officer. Key areas of focus during this maternity cover include:

- Progression of major community projects, including:
 - A new water play facility
 - Development of a memorial woodland
 - Installation of a multi-use games area (MUGA)
 - Continued collaboration with the local Skate Park Community Interest Company
- Providing steady leadership to a team of 15 staff
- Ensuring strong governance, compliance and financial management, using external expertise where appropriate
- Supporting councillors with clear, expert advice
- Maintaining high-quality services, including the Cemetery, Town Hall, open spaces and community facilities

This is a role for someone who can step in with confidence, maintain momentum, and ensure the Council continues to deliver for the community.

About you

We're looking for someone who can demonstrate:

- Experience in public sector, or a similarly complex regulated environment
- Strong project management, ideally including capital projects and procurement

- Excellent communication and stakeholder skills
- A track record of managing people, budgets, and services
- The ability to interpret legislation and provide sound governance advice
- Confidence in leading a team through a period of continuity and delivery

CiLCA is desirable but not essential — equivalent experience and the ability to quickly understand the local council framework are equally valued.

Why join us:

You'll be part of a supportive and collaborative team, working with councillors who are ambitious for their community. The Council offers a generous salary, 33 days' annual leave plus bank holidays, access to the Local Government Pension Scheme and the potential for hybrid working once settled in. This is a role with real purpose, where your leadership will have visible impact across the town's services, facilities and major projects.

How to apply

For an application and further information, visit [Vacancies | Thornbury Town Council](#)

Closing date for applications: 9am on Monday 20th April 2026

Interviews: Wednesday 22nd – Tuesday 28th April 2026.

Start date: End of May/early June 2026

Thornbury Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.