



*working with the community*

Somerton Town Council  
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I am delighted that you are interested in applying for the post of Town Clerk and Responsible Financial Officer at Somerton Town Council.

This pack contains all the information you need to support you in making an application for this exciting opportunity.

- Application form
- Person specification

We are looking for an experienced leader, manager and administrator to work with Members and staff to develop their vision for the future, turn words into action and deliver high quality services to the people of Somerton, the Town Clerk plays a crucial role in achieving that target.

The closing date for applications is 6th March 2019 with initial interviews taking place on 14<sup>th</sup> March 2019. Successful candidates may be asked for a further interview on 15<sup>th</sup> March 2019, candidates that have travelled significant distances will be provided with accommodation locally.

For further information about the work of the Town Council please go to our website [www.somertontowncouncil.gov.uk](http://www.somertontowncouncil.gov.uk)

Informal discussions can be held with our current Clerk Terry Philpott on 01458 272236 or 07891 165701.

Councillor Dean Ruddle  
Chair Somerton Town Council