



JOB VACANCY

TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER.

Salary within grade LC3 (from 1 April 2019 - SCP 33- 41 - £35934 - £43662 p.a.)

Subject to experience and qualifications

Full-time (37 hours per week)

Somerton Town Council is a forward-thinking Council at the centre of a thriving local community. The Council has Quality status in the Local Council Award scheme and aspires to achieve Gold level following the May elections.

We are now seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, staff, facilities and finances. This is a demanding job and you will need vision, a high level of motivation, excellent leadership, management, administrative, inter-personal, accounting and IT skills in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA qualification and have a sound understanding of local authority organisation and management.

The post is full-time (37 hours per week) and some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this full-time post which involves evening and weekend attendance.

Please visit our website www.somertontowncouncil.gov.uk to download a recruitment pack and an application form.

For an informal discussion feel free to contact our current Town Clerk, Terry Philpott on 01458 272236 or 07891 165701

Closing date for applications: 12 noon Wednesday 6th March 2019.

Interviews will be held on 14th and 15th March 2019. Candidates should ensure they are available to attend on these days should they be selected for interview at each stage.

Somerton Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.