



EMERSONS GREEN
TOWN COUNCIL

Town Clerk and Responsible Finance Officer

We are looking to recruit a full time Clerk and Responsible Finance Officer with the necessary skills, experience and knowledge to work with Councillors and Staff to deliver the Councils priorities.

37 hours per week, salary range 32,029 – 34,788 depending on experience

The successful candidate will have demonstrable financial, management and leadership experience and be capable of instigating and managing projects. Excellent communication and IT skills are essential, and the person appointed must be helpful towards the public, councillors and other members of staff.

Applications for this post are invited from suitably qualified persons who hold the Certificate in Local Council Administration (CiLCA) or who are committed to obtaining this within a twelve-month period.

The Clerk will be responsible for a minimum of 2 staff and the management of all services and facilities provided by the council.

Commitment and flexibility are key elements for this post which will involve regular evening meetings and occasional weekend work.

The closing date for applications is midday on 27th September 2019 with interviews taking place on Monday 7th October 2019.

The application pack can be downloaded from:

www.emersonsgreen-tc.gov.uk

We are committed to equal opportunities and encourage applications from all sectors of the community.