



Appointment of: Clerk to the Council (Including the role of Responsible Financial Officer)

This role is critical to the success and future leadership of the Community Council as the main focus of this role includes:

- Providing guidance and advice to members of the Community Council
- Provide leadership and manage our staff in providing quality services to our community

The salary offered will be a pro-rata salary ranging from £24,313 to £31,371 and will depend upon qualifications and experience.

Our Clerk will be expected to be flexible so as to provide the support required by the Council. We expect they will commit approximately 30-37 hours per week to this important role. However, we anticipate this will comprise of 5 hours per day (Monday to Friday) with the remaining spread to cover the requirements of Council business, which will include occasional weekend working. There will be opportunities for flexible working.

Our Clerk will also need to demonstrate a good understanding of local government procedures, finance and law. This is an exceptionally varied role, where they will be directly accountable to the Council for all aspects of our financial administration as well as providing excellent advice and for implementing our decisions.

A recruitment pack including an application form, job description and person specification will be available from our HR Consultant, Rod Lee of Human Capital Department. Any questions concerning the role and requests for an application form should be addressed to him in the first instance, his e-mail address is rod.lee@humancapitaldept.com

Applications should be sent to: rod.lee@humancapitaldept.com by close 22nd March 2020.