

Clerk to the Council

Soham Town Council



Salary: £41,591 - £45,648 [Pro-Rata]

Working hours: 20 hours per week

Soham Town Council are looking to recruit a Clerk to their Council to assist and advise the Council.

This role reports to the Town Council and is responsible for ensuring the Council acts in accordance with the current rules and regulations, while managing all employees of the Council, they should attend Council meetings, prepare minutes and much more.

A full Job Description and Person Specification are available upon request.

The successful candidate will be a member of a small team, supporting the administration of the Council.

Please ensure all applications are sent to: info@humancapitaldept.com, the closing date for this position is the 30th of July 2022.

Soham Town Council

Fountain Lane

Soham

Ely

CB7 5PL