

ADVERT

Town Clerk and Responsible Finance Officer

Okehampton Town Council seeks a new Town Clerk for this interesting and challenging post.

You will have demonstrable financial, managerial and leadership experience and be proactive in developing and taking responsibility for your own projects, you will be committed to supporting the smooth running of the Council and strengthening its service to the community.

You will hold CiLCA or similar local government qualification.

The Town Clerk is responsible for a small team of staff, including an Administrative Assistant, a Finance Clerk, two Maintenance staff and two Park Staff.

Hours are 37 hours per week including some evening and weekend hours as required. Time off in lieu can be arranged by agreement.

Salary offered is (Local Government Scale Points 30-35) £26,822 to £30,785 depending on experience and qualifications.

For an application pack please email jannygof@hotmail.com or contact The Mayor Cllr Jan Goffey, The Town Hall, Okehampton EX20 1AA or ring 01837 659042 for an informal chat about the role.
Subject: Town Clerk Appointment

Closing Date 30/5/2017