

THORNE-MOORENDS TOWN COUNCIL

(Doncaster – South Yorkshire)

TOWN CLERK

£46662 - £50074 (LC3 42-45)

Thorne-Moorends Town Council is seeking to appoint a forward thinking and proactive Town Clerk (*fulltime appointment*) to be responsible for the managerial and administrative operation of the Council. The town clerk will be supported by a Responsible Financial Officer (23 hours per week) and an Office Manager (30 hours per week)

The Town Clerk is accountable to the Council for the effective management of all its resources. Fixed assets are currently valued at £3.9m (subject to review) and the Town Council aims to provide quality and well-maintained services for the community. The Town Clerk will be required to ensure the effective and efficient delivery of these services and will be required to achieve a key objective of improving the public profile and image of the Town Council.

Applicants must preferably hold the **Certificate in Local Council Administration (CILCA)** and will be expected to demonstrate extensive knowledge of local government law and financial procedures and have significant managerial and financial experience within the local government sector.

The post is subject to the National Association of Local Councils/Society of Local Council Clerks (SLCC) recommended terms and conditions.

Applicants are required to submit, electronically, a comprehensive CV including a separate statement indicating why they are interested in and what relevant skills and experience they would bring to the town council. Applications should name two referees who will only be approached following short-listing.

Applicants are invited to contact Chris Geeson, Locum Town Clerk chrisgeeson@thorne-moorends.gov.uk to arrange an informal discussion and request the detailed job description/ personal specification

The closing date for receipt of applications is **Friday 15th July 2022.**

Chris Geeson BA CPFA FSLCC,

Locum Town Clerk