



North Petherton Town Council

North Petherton Town Council is seeking a new Town Clerk.

DETAILS

Job Title: Town Clerk/Responsible Financial Officer

Due to the retirement of our longstanding Town Clerk / Responsible Financial Officer, North Petherton Town Council is seeking a highly motivated and proactive candidate who possesses excellent organisation, leadership, and administrative skills. This candidate will have a good knowledge of local government as well as an understanding of the issues facing the public sector. You will be responsible for the day- to-day management of the Council and accountable for all relevant statutory duties as well as meeting the objectives of the Town Council. The position is for 30 to 37 hours per week and will be based on NJC pay scales 29 to 36 (£32,910 - £39,880) according to qualifications and experience, plus contributory membership of the Local Government Pension Scheme. The ideal Candidate will be a CILCA qualified Clerk, although consideration will be given to those part way through the qualification, and those with relevant experience who are willing to work towards the qualification within a timescale of two years.

North Petherton Council serves a vibrant local community that has grown significantly in recent years. It is determined to play an active role in dealing with the challenges and opportunities that flow from this and in ensuring that its residents prosper when the new unitary council for Somerset is introduced in 2023. The successful candidate will be key to making this happen. The successful candidate will have experience in managing a vibrant organisation working productively with Councillors and have a good working knowledge of current legislation affecting this sector. They must be able to form strong partnerships with the community and local authorities and be able to motivate and influence others.

Salary scale: SCP 29-36 pro rata

Hours to be negotiated between 30 and 37

Please contact the Town Clerk on 01823 31702 for further information.

For an application pack, please email townclerk@nptc.info

Closing date: 4pm on 14th January 2022

