



Preesall Town Council - Personnel Committee

TOWN CLERK - ADVERTISEMENT

Position: Part-time Town Clerk and Responsible Financial Officer

Interview Date: Interview dates to be confirmed

Preesall Town Council is seeking a replacement for the post of Clerk and Responsible Financial Officer. The Clerk will guide and support the Council in meeting its legal duties.

The Clerk works from home but travels to council meetings which are generally in the evening, own transport is essential. The position will involve the preparation for, and attendance at, all meetings of the Council, as well as the administration of its financial affairs, development of funding bids and the supervision of one other council employee.

The successful applicant will have to demonstrate drive, determination, administrative experience, IT, organisational & inter-personal skills, and have knowledge of local government or be willing to learn.

Applications are invited for this position from persons holding the Certificate in Local Council Administration (CILCA). Consideration will also be given to applicants who are committed to attaining the CILCA within a reasonable period from the start of appointment.

The role offers a wide variety of tasks and opportunities for involvement in the local community. Previous experience in a similar role would be an advantage.

Salary: The salary will be in accordance with National Joint Council recommendations – between £16.35-£18.35 per hour is anticipated. The actual rate is negotiable depending upon being ILCA/CILCA qualified. Holiday entitlement is calculated on a pro rata basis.

Hours: There is an expectation that the hours would be a maximum of 25 hours per week, including attendance at the Council's meetings held both during the day and in the evening. Additional hours may be required to be worked this would be in consultation with the Line Manager.

Location: Preesall, Poulton-Le-Fylde, Lancashire, (FY6 Post Code District).

Clerk Job Description and Person Specification:

A copy of these documents can be viewed on the Town Council's website, or by contacting the current clerk on 07739 868212 or Email clerk@preesall-tc.gov.uk

Application Method: Covering Letter explaining how you meet the essential requirements of the job & CV.

Signed: *Ellie Johnson*
MAYOR
