



Community Centre .Bullenshaw Road .Hemsworth .Pontefract .West Yorkshire .WF9 4NE

Tel: (01977) 617617 Fax: (01977) 610494 Email: clerk@hemsworthcouncil.co.uk Web: www.hemsworthcouncil.co.uk

Town Clerk/Proper Officer Vacancy

Salary Currently NJC Spinal Column 48 – 51 per annum

Hours of work 37 per week

Hemsworth Town Council seeks a highly motivated, enthusiastic person with a friendly and positive outlook to take on the role of Town Clerk at Hemsworth. This Town Council serves the three villages of Hemsworth, Fitzwilliam and Kinsley.

Hemsworth Town Council is a forward thinking Council with a precept of £730,000.00 with many and varied services provided. The successful candidate must be able to provide sound professional advice to members. Services provided include being responsible for a community centre, Hemsworth Water Park, Sandygate Football Facility, Cemetery Road Football Facility, six allotment sites, Café with soft play area. The post includes evening work and representing the Council at some external meetings.

Applicants should be able to demonstrate that they have had experience in administration and/or finance and staff management. Duties include acting as advisor to the Council, minute taking, responding to correspondence, financial management, facilities maintenance and managing twenty permanent staff and additional seasonal staff during the summer season. Applicants must be computer literate with up to date IT skills. The successful candidate must be able to provide sound professional advice to members.

Previous local government experience is desirable but not essential. Level 3 Qualification CiLCA is desirable however the successful candidate must be willing to undertake this training including the General Power of Competence section.

Closing date for applications is noon on Monday 07th January 2019. Interviews are to take place during week commencing 14th January 2019.

For an application pack please email clerk@hemsworthcouncil.co.uk

