

ASKERN TOWN COUNCIL

(Doncaster – South Yorkshire)

Vacancy for Town Clerk and Responsible Financial Officer Salary: NJC LC2 (24-28) £29,174 - £32,798 pro-rata

Askern Town Council is seeking to appoint an innovative, forward-thinking, and proactive Town Clerk and Responsible Financial Officer to support Councillors in achieving their aims and aspirations for the town of Askern.

The Town Clerk will have responsibility for ensuring that the instructions of the Council are carried out, work actively with the elected Councillors and be accountable for the effective delivery of Council services.

The post holder will also be responsible for ensuring the Council is up to date with policies, procedures, training, data protection compliance, the effective management of Council resources and produce all information required for Councillors to make effective and informed decisions at meetings, as well as being responsible for the proper administration of the Council's financial affairs.

Prior experience in local government will be an advantage and a Certificate in Local Council Administration (CiLCA) qualification, or a willingness to achieve this within 12 months of commencing the role.

The post is part time, 23.5 hours per week - attendance at evening meetings and occasional weekend events will be required.

Salary in accordance with National Joint Council recommendations; pay scale LC2, points 24 - 28, dependent upon qualifications and experience.

Applicants are required to submit, electronically, a comprehensive CV including a separate personal statement indicating why they are interested in the post and what relevant skills and experience they would bring to the Town Council.

Applicants are invited to contact Laura Waude, Town Clerk, to arrange an informal discussion and to request the job description and personal specification.

Email: admin@askerntowncouncil.gov.uk

Closing date for applications: 16th September 2022

Laura Waude

Clerk to Askern Town Council