



JOB VACANCY:

DEPUTY CLERK – HATFIELD TOWN COUNCIL

We seek a Deputy Clerk for Hatfield Town Council, to work with the Town Clerk and other staff to deliver the Council's services in our community.

Hours: 22 hours per week to be worked flexibly by agreement

Salary scale: SCP 25 to 28 (£34,080-£37,124 per annum, pro rata), dependent upon qualifications and experience.

Terms and Conditions: The Council contracts staff under National Joint Council terms, offers employee enrolment into the Local Government Pension Scheme and an enhanced annual leave entitlement

This is a unique sector and the job provides an interesting and diverse range of work on a daily basis. We are looking for an enthusiastic, organised, resourceful and resilient candidate to join our office team as we work to provide the best services we can for our local community. The Council are keen to appoint someone with local council experience, and particularly financial experience or expertise. You will be required to attend regular evening meetings within your working hours.

For further details or an application pack, please contact the Town Clerk on 01302 840347 or 07464 675464 (Monday, Tuesday, Wednesday and Fridays) or by email to clerk@hatfield-tc.gov.uk

Applications to be received by: midday on Monday the 26 February 2024

Interviews will take place in the week commencing 11 March 2024

Disabled candidates will be guaranteed an interview if they meet the legislative criteria

For further information about Hatfield Town Council please visit our website:

www.hatfield-tc.gov.uk