

Maltby Town Council

Town Clerk & Responsible Finance Officer

A vacancy has arisen for the position of Town Clerk and Responsible Finance Officer (RFO) at Maltby Town Council.

We are seeking a suitably experienced person with a wide range of skills. The post would probably suit someone who has previous experience in management within local government. The successful applicant will preferably hold the CiLCA qualification or be willing to undertake the relevant training to be completed within 18 months. The post is 37 hours per week with the benefit of flexible working, there will be some evening and weekend work, the Council presently holds 4 evening Council meetings per month. Maltby Town Council is a LC3 Council and the position is paid accordingly.

The Clerk will also act as the Council's RFO, therefore financial acumen will be essential, as well as Leadership and Communication skills. The Parish of Maltby has approximately 17,500 residents and its Town Council has 18 councillors.

An application pack containing Job Description, Person Specification and details of where to send your application can be obtained by writing to:

Maltby Town Council,
Edward Dunn Memorial Hall,
Tickhill Road,
Maltby,
Rotherham.
S66 7NQ

Or by telephone: 01709 814060

The e-mail address for all applications and correspondence regarding the post is clerk@maltbytowncouncil.co.uk

Closing date for applications is **5th February 2020 at 5.00pm** with interviews to be held on **Thursday 11th February 2020**.