

MORLEY TOWN COUNCIL

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

Part-time (20 hours per week including some evening and weekend work)

A vacancy has arisen for the position of Town Clerk and Responsible Financial Officer (RFO).

We are seeking a suitably experienced person with a wide range of skills. The post would suit someone who has previous experience in management within Local Government.

The successful applicant will preferably hold the Certificate in Local Council Administration (CiLCA) qualification or be willing to undertake the relevant training, to be completed within 18 months.

The post is 20 hours per week with the benefit of flexible working; there will be some evening and weekend work. The Council currently holds a minimum of 25 council/committee meetings per annum. The position is paid on an LC2 scale.

The Clerk will act as the Town Council's RFO, therefore financial knowledge is essential, as well as leadership and communication skills.

Morley has approximately 33,000 residents and the Town Council has 26 elected Members.

An application pack containing job description, person specification, application form/guidance notes can be obtained by contacting :-

Town Clerk
Morley Town Council
Morley Town Hall
Queen Street
Morley
Leeds LS27 9DY

OR

Email: town.clerk@morley.gov.uk or telephone: 0113 3788575

Closing date for applications is Friday, 14th May 2021 with interviews to be held on Friday, 21st May 2021.