



Assistant Town Clerk

16 hours per week plus contributory pension scheme

FTE Salary £27,741pa to £30,451pa scp 23-26 (pro rata for 16 hours £11,996pa to 13,168pa)

Based in Otley

An exciting opportunity to join our friendly and dedicated team for an enthusiastic and highly motivated individual.

Reporting to the Executive & Responsible Finance Officer (E&RFO) you will work a total of 16 hours per week on a flexible basis including evening work. The Council offer, where viable for the business, hybrid working with the potential to mix both office and home working.

Your responsibilities will include:

- servicing committees including attending meetings (mainly Monday evenings) as delegated by the E&RFO
- covering as the responsible officer in the absence of the E&RFO
- providing advice, support & guidance to the Council and officer team
- management and co-ordination of delegated Council led projects and initiatives
- covering the main office when required dealing with residents and customer enquiries both face to face and via email and telephone.

We would like to hear from you if you:

- completed or are studying towards the CILCA qualification or have experience of working in local government with the drive to study for the qualification
- have excellent organisation and planning skills with the ability to work to deadlines
- are a confident verbal and written communicator with exceptional interpersonal skills
- proficient in the use of Microsoft word, excel and outlook
- enjoy working on your own initiative and as part of a team
- flexible regarding the hours and days you work

Your benefits will include

- Contributory pension scheme
- Excellent holiday entitlement
- Financial assistance towards gaining CILCA and relevant professional subscriptions

For an informal chat about this role please call Jason on 01943 466335.

To apply

Please request an application pack from admin@otleytowncouncil.gov.uk . **Closing Date for applications is Friday 16th July 2021.**

We look forward to hearing from you.