



# PENISTONE TOWN COUNCIL



## VACANCY FOR TOWN CLERK/RESPONSIBLE FINANCE OFFICER

Do you want to be Town Clerk/Responsible Finance Officer for a council which has a 3 year vision to achieve The Gold Quality Award?

Do you have experience of managing staff, budgets and resource's?

Have you previous experience of working within a Local Government role?

If so then this vacancy may be for you!

Penistone Town Council has a vacancy for a 24 hour part time Clerk and Responsible Financial Officer. The Council meets eleven times a year on the third Monday evening in the month, and has 3 separate sub committees which meets about 6 times per annum , dates to be determined . We are looking for a proactive, dynamic individual with a proven records as being an excellent manager, leader, innovator and ambassador to achieve the council's goal of Gold Quality Award within the next 3 years, along working with The 15 Town Councillors to deliver this vision. However we also need someone who has excellent administration and organisational skills. The Town Clerk would need to take the lead on building and maintaining good working relationships with both internal and external agencies.

Penistone has a population of around 11,500 and annual expenditure of 750 k. whilst at times the post is challenging it is essential that the successful candidate is available for regular evening work and occasional weekend working.

The successful candidate is expected to hold the Certificate in local Council Administration or a willingness to attain this within two years of commencement of the post.

Salary LC3 37-41 £40876 to £44863 pro rata, dependent upon experience and qualifications.

We welcome applications from anyone who meets our person specification

It is preferred that the successful candidate has 5 years management experience , educated to level 5 and experience of working in Local Government

An application form, job description and person specification can be obtained from:

[admin@pentowncouncil.gov.uk](mailto:admin@pentowncouncil.gov.uk)

For further queries on the post please contact Elizabeth Wright, Interim Town Clerk and Responsible Finance Officer on:

[clerk@pentowncouncil.gov.uk](mailto:clerk@pentowncouncil.gov.uk)

Closing date for applications: Friday 24<sup>th</sup> July 2022 at 4 p.m.