

SELBY TOWN COUNCIL

Deputy Town Clerk

Part Time - 30 hrs per week

Applications are invited for the post of Deputy Town Clerk.

The role is part-time 30 hours per week and will involve supporting, working with and deputising for the Town Clerk. The role will also include acting as Proper Officer to the Council and Responsible Finance Officer (RFO) when the Town Clerk is absent.

Applicants must be able to demonstrate that they have relevant experience, be motivated, proactive and flexible in approach. This is an opportunity for a forward-thinking individual to join an organisation which will provide opportunities for self-development and to work at the centre of a community focused organisation.

The successful applicant will need to be available to work some evenings and occasional weekends.

The role of the Deputy Town Clerk will primarily be:

- To assist, support and deputise for the Town Clerk in all aspects of the day-to-day management and operation of council services and resources
- Assist the Town Clerk in the management of the council's finances and assets management

The successful applicant should have strong communication and literacy skills, including good IT experience.

The Deputy Town Clerk will be a team player but able to work on their own without close supervision. Training will be provided with opportunities for continuing professional development.

Annual salary will be NJC scale point 22 - 25 - (£27,514 - £30,095). Pro-rata. The salary is currently under review.

Application forms and supporting details can be downloaded from the Selby Town Council website: www.selbytowncouncil.gov.uk or obtained by email from g.bell@selbytowncouncil.gov.uk

A hard copy of the job pack can be obtained from:

Town Clerk,
Town Hall, Selby Town Council,
York Street, Selby, YO8 4AJ,
telephone 01757 708449.

Applications MUST be made by completing the application form, CV's alone will be ignored.

Closing date for completed applications: Tuesday 16 August 2022 at 4pm.

Interview date: Wednesday 31 August 2022