



CANVEY ISLAND TOWN COUNCIL DEPUTY CLERK/RESPONSIBLE FINANCIAL OFFICER

Salary within range
£23,398 - £25,951

The Council is looking for a person with enthusiasm and vision to assist the Town Clerk with the management of the day to day activities of the Town Council, working with the Councillors to achieve high standards of governance, community leadership and service delivery.

You should have experience of the local government (or similar) environment and proven administrative, financial management and budget control skills, together with the necessary skills in communication and organisation. Additionally you will hold or be prepared to undertake the Certificate in Local Council Administration, or equivalent within 12 months of taking up the post. In return you will be offered an excellent nationally based benefits package including competitive salary and local government pension scheme. The post is part-time (30 hours per week, working Tuesday to Friday), and will require regular attendance at evening meetings and some weekend working.

Should you wish to apply for this post, please contact the Town Clerk on 01268 683965 for an application pack (or download the details from www.canveyisland-tc.gov.uk)

The closing date for this post is the 17th March 2017.