

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

GREATER WILLINGTON COUNCIL

JOB SUMMARY

Contract Type	Permanent
Advert start date	13/01/2025
Advert end date	Closed for applications on 07/02/2025 17:00hrs
Salary	LC2 (24-28) £34,314 - £37,938 (Pro-rata)
Location	GREATER WILLINGTON TOWN OFFICE

FURTHER INFORMATION

30 hours per week and will include some evening meetings

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Greater Willington Town Clerk intends to appoint a Town Clerk. Applications are invited from self-motivated candidates who can work with the town council which serves and is responding to the growing needs of the communities of Willington, Sunnybrow, Oakenshaw and Page Bank.

This is an exciting and challenging opportunity. Candidates should have a good understanding of Local Government; be proficient in Microsoft Office; administration; organising and minuting meetings; and financial management.

The person appointed will be directly accountable to the Town Council for the efficient and effective day to day management of the Council's operations.

You should have a proven track record in administration and financial management as well as good communication and organisational skills.

This post requires candidates to have a clear understanding of local government, and an excellent record in administration, policy, project management, communication and strategic thinking. Practical experience of allotments is highly desirable. Excellent IT skills are essential and attendance at evening meetings will be required.

A Certificate in Local Council Administration (CiLCA) is desirable but not essential.

We offer nationally based terms and conditions of employment, including the Local Government Pension Scheme or contributions to a private pension scheme.

If you are a self motivated individual, capable of working without direct supervision; able to plan your own workload to meet specific deadlines; have enthusiasm and a flexible 'can do' attitude we would like to hear from you.

Candidate information including job description, person specification and application form is available from hradvice@durham.gov.uk

For further information about the work of the Town Council please go to our website <https://www.gwtc.co.uk>

For an informal discussion regarding the post please contact Cllr Dorothy Hales dorothy.hales@gwtc.co.uk.

The closing date for applications is Friday 7th February at 5.00pm.

Interview date: 14th February 2025