

Honiton Town Council – Town Clerk

Full Time (some evening work required)

Salary SCP 39 to 42 £34196 -£36937 plus

Local Government benefits package.

Honiton Town Council is seeking a professional, enthusiastic and suitably experienced person to become its Town Clerk, Proper officer and responsible Finance Officer. This is an interesting, challenging and varied role working with the Council which is currently reinventing itself and finding a new purpose in serving the Honiton Community. The role involves advising and working with Councillors, managing day to day operations and implementing Council decisions.

Honiton is a vibrant Market Town located on the edge of the Blackdown Hills in beautiful East Devon. The Town Council's working environment is modern and comfortable.

You will have good administrative and managerial experience, possibly within the public sector. Ideally you will have a Local Council background, and be CiLCA qualified or alternatively have a strong willingness to learn and obtain the appropriate qualifications during your first year.

For Further details and an application pack please contact:

Nick Randle, Acting Town Clerk

on 01404 42957/ townclerk@honiton.gov.uk

or at

LGRC Associates Ltd on 01404 45973

Closing date 20th November 2017.

Honiton Town Council – Deputy Town Clerk

Part Time 21 hours a week (some evening work required)

Salary SCP 26 to 30 Pro rata £23,166 -£26556 (£15027-£17226)

plus, Local Government benefits package.

Honiton Town Council is seeking a suitably experienced and focussed person to become its Deputy Town Clerk. This is an interesting, challenging and varied role working with three other staff in support of the Town Clerk and the Council and taking responsibility for key projects and functions. The role involves advising and working with Councillors, supporting the planning and financial functions, helping to manage day to day operations and implementing Council decisions.

Honiton is a vibrant Market Town located on the edge of the Blackdown Hills in beautiful East Devon. The Town Council's working environment is modern and comfortable.

You will have sound administrative experience, and some skills in financial record keeping, possibly gained within the public sector. Candidates with a Local Council background will have an advantage as will those with a CiLCA qualification or alternatively a strong willingness to learn and obtain the qualification.

For Further details and an application pack please contact:

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