



LOUTH TOWN COUNCIL

APPLICATION PACK

TOWN CLERK

Application Pack Contents

1. Job Advert Summary and Timescales
2. Job Description
3. Job Specification
4. Contract / Terms and Conditions
5. Short history of Louth and the Council
6. Annual Town Meeting Notes May 2017
7. Application form

Town Clerk – Vacancy Notice



Louth Town Council

Louth Town Council plays an important role in the life of the community and has a vacancy for a committed enthusiastic Town Clerk who enjoys responsibility, variety and working as part of a small team.

The Job in Brief

To be the Proper Officer and Responsible Financial Officer for a traditionally rooted Council and manage assets and responsibilities within the town. Future challenges and opportunities are expected to arise from the Transformation programmes of local principal authorities.

The role will include:

- Carrying out the duties of the Proper Officer for the statutory body which is the Town Council and will involve being responsible for the Governance and compliance of the Town Council.
- To act as the Responsible Finance Officer and preparing the finances of the council using custom software (RBS) for which full training will be given.
- Overseeing Civic and Burial Authority responsibilities.
- Contact with councillors, principal authorities, volunteers, residents, contractors and bereaved families (on cemetery business).
- Managing a team of three carrying out administrative and civic functions, asset maintenance and burial duties.

- The role will require attendance at evening meetings, awards presentations and council functions either at The Sessions House, in the town or at the Parish Church of St James.
- Good all round administrative, financial, communication and numeracy skills together with IT skills and knowledge of social media are required along with a willingness to gain CiLCA qualification (if not already held) within one year.

The role is full time at 37 hours a week, however for the right candidate consideration of the removal of the financial duties for a reduced role (minimum of 30 hours) may be considered. Salary scale will be in the range NJC32 – 37 dependent on qualifications and experience.

Applications are invited from suitably qualified or experienced persons.

Further details can be obtained by contacting the Town Council by:

Email – clerk@louthtowncouncil.gov.uk

Or Telephone 01507 355895

Or calling in at The Sessions House, Eastgate, Louth, LN11 9AJ

Office Hours are Monday to Friday 10am to 1pm

Application Forms are available on the Town Council Website www.louthtowncouncil.gov.uk or from the office and should be completed and returned by **12 noon Tuesday 16th January 2018**. The full Job pack includes Job Description, Job Specification, Terms and Conditions, Louth Town Council Information and Annual Meeting Notes May 2017.

Interviews will be held on **Thursday 25th January 2018**. Potential candidates are encouraged to attend an informal meeting with Town Councillors and staff on Tuesday 9th January 2018 from 5.30pm and to remain and observe council meetings later that evening at 6.45pm. (Light refreshments will be available).