



Middlewich Town Council

Appointment of the Clerk to the Council and Responsible Financial Officer Salary LC3 This equates to o SCP 34-37 and a salary range of £42,403.00 - £45,411.00

(Pay Award Pending)

Full Time

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality, and innovative services to the local community whilst engaging with local residents and stakeholders, the position is ideal for you.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional organisations.

Suitably qualified (**ideally with or willing to obtain CiLCA within 12 months**), highly motivated, enthusiastic and community focused, you will bring sound leadership, administrative management, communication, IT, financial and organisational skills and be flexible in your approach and able to meet tight deadlines.

Additionally, you will be highly motivated and a good team player. Ideally, you will have a financial qualification or bring excellent numerical and analytical skills with you. A flexible and “hands on” approach is required together with good interpersonal skills.

We offer nationally based terms and conditions of employment for this post which will involve attendance at evening meetings and occasional events organised by the Council. Please contact Raj Thacker for an application form and recruitment pack at RajThacker@middlewichtowncouncil.org.uk

Completed applications should be submitted with clearly marked as ‘CLERK APPLICATION’ on the front of the envelope.

Closing Date for applications: 26th July 2024