



**Job Title:** Town Clerk and Responsible Financial Officer

**Council:** Sandbach Town Council

**County:** Cheshire

**Salary:** To be negotiated depending on experience and qualifications

**Closing date:** 9 a.m. on 9 May 2025

**Salary Scale:** Competitive salary to be negotiated

**Hours:** 37 hours per week

The Council is looking for a suitably experienced and knowledgeable person, to be appointed to the role of Clerk to the Town Council. The successful candidate will have proven experience in the role of Town or Parish Clerk and hold the CiLCA qualification.

Sandbach is a large town in the unitary authority of Cheshire with a population of approximately 22,000 residents. The Council's precept for 2024/25 is £815,067. The Town Council is responsible for weekly indoor and outdoor markets, ranger service, the Town Hall and public toilets. It is a proactive Council with ambitions to offer and increase in community services to its residents.

The Town Clerk will be responsible for ensuring that the Council's statutory meeting and decision-making functions and financial processes are carried out efficiently and effectively. The Town Clerk will supervise a small team of staff. The role will be based at the Sandbach Town Council offices, however there is the potential for limited home working by negotiation.

Applicants must be able to demonstrate that they have relevant experience with a track record of service achievement and innovation, commitment to public service, be community focused, and have sound managerial, communication and organisational skills.

Also offered is enrolment in the Local Government Pension Scheme through the Cheshire Pension Fund. This is a permanent position subject to a satisfactory 6-month probationary period.

For further details or to discuss the position please contact the current Town Clerk on 01270 600800.

Application packs are available by emailing: [townclerk@sandbach.gov.uk](mailto:townclerk@sandbach.gov.uk)