



VACANCY
SANDWICH TOWN COUNCIL

IS SEEKING A QUALIFIED FULL TIME TOWN CLERK

The role:

You will be a creative, forward-thinking manager, helping our councillors deliver greener, sustainable, high-quality services that promote community pride and participation. The post requires high levels of personal autonomy and creative leadership skills, providing councillors with the information required so they can make effective decisions.

Sandwich is one of the five original cinque ports and has been described as the most complete medieval town in England, with a population of around 5,000 and a current precept of £280,000, and ownership and oversight of significant assets and charitable funds. The Town is situated close to the Kent coast and surrounded by several picturesque villages and gentle countryside. The Town Council has sixteen members of council and eleven members of staff, including an RFO, serving an active and involved electorate.

Candidates will hold a minimum of a CiLCA qualification, be familiar with accounting practices in either a detailed or supervisory role and have a record of proven, effective management of staff and be able to demonstrate experience in handling major projects. The ability to balance multiple projects would be an advantage.

Hours: Full time. **Total hours per week:** 37.5 hours.

Pay: SCP 39 - 44 (£45,495 – £50,782) starting point dependent upon experience.

Pension: Auto enrolment local government pension scheme in operation.

Paid holiday: 25 days per year.

To Apply: Complete the application form.

Send to: Karen Palmer – RFO, Sandwich Town Council, The Guildhall
Cattle Market, Sandwich,
CT13 9AH

Or via: finance@sandwichtowncouncil.gov.uk **CV's will not be accepted.**

Deadline for applications Friday 2nd June noon

Interviews Friday 9th June