



SAXMUNDHAM TOWN COUNCIL

JOB VACANCY

Applications are invited for the post of Assistant Town Clerk

This is an interesting and varied role which requires excellent administrative and financial skills. You will be responsible for administering the finances and amenities of the Town Council and its Charitable Trusts. The ideal candidate will be a highly organised and committed individual who is proactive, community minded and has proven literacy and numeracy skills. A good working knowledge of Outlook, Excel and Word is essential. Experience with Rialtas Omega finance software is desirable but training will be provided.

This is a part-time position for 15 hours over 2, 3 or 5 days per week at the Town House, Station Approach, Saxmundham, IP17 1BW. A flexible approach is required as some evening work may be required.

Salary Scale SCP 13-16 which is £12.97 - £13.70 per hour depending on experience and qualifications. The Town Council also offers an opportunity to join the Nest pension scheme.

For a job description, person specification and application form, please visit the Town Council's website at www.saxmundham.org or contact the Acting Town Clerk on 01728 604595 or townclerk@saxmundham-tc.org.uk

Deadlines for applications: Friday 6th October 2023 at 6:00 pm
Interviews will take place between 16th and 27th October 2023