



UPPINGHAM TOWN COUNCIL
Town Hall
49 High Street East
Uppingham, Rutland



Has a vacancy for a
TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

Salary Scale Point SCP 34 - £31,371 to SCP 38 - £34,788 (dependant on experience) pro rata
+ Auto Enrolment Pension Provision

Actual Pay - £25,436 - £28,206 per annum based on current job holder hours

30 hours per week (to be agreed between Council and successful candidate)

Ideally applicants can demonstrate:

- Knowledge of the requirements of the Council and its services
- Excellent administration, IT and financial management skills, preferably with Local Government knowledge or an active interest in this sector
- Ability to be able to communicate easily by phone, use of social media, email and face to face on a wide range of topics
- Ability to administer Council finances including processing income and expenditure, budgeting and financial reporting using the Council's financial software
- Excellent people skills, including the ability to work with the unitary authority, Councillors, members of the community and on occasions the local media
- Ability to manage and prioritise a small team including an Assistant Clerk to meet the Council's operational requirements

The successful applicant would hold already or be able to obtain CiLCA (Certificate in Local Council Administration) as part of their development into the role within a 6 to 12 month period. Working the agreed hours, the post includes some evening work and the need to have a planned flexible approach to holiday cover.

Interested Applicants should email or telephone the Clerk to request an Application Pack which will be emailed for completion or alternatively go to our job page at Uppingham Town Council.

The closing date for return of applications is 12 Noon 10th May 2019. Interviewers will be advised in due course.

Submit Applications marked 'Private & Confidential' to:

The Chair of Staffing Committee.
Uppingham Town Council, Town Hall, 49 High Street East, Uppingham, Rutland LE15 9PY

If you would like to informally discuss the job and the Council's requirements, please telephone the Clerk of the Council on 01572 822681 between the times of 9am and 4pm Tuesday to Friday. Email enquiries to townclerk@uppinghamtowncouncil.co.uk

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