

FULL TIME CLERK TO THE TOWN COUNCIL 37hrs per week £30,480-£33,106

Applications are invited for the post of Clerk at New Alresford Town Council based in the Town Council Offices at Arlebury Park

The Clerk's duties will include the post of Responsible Financial Officer and the servicing of Council meetings. The successful candidate will hold the CILCA qualification or be happy to train within 2 years for the qualification and in need a strong level of personal commitment, accurate administrative and financial skills, with good communication skills and an ability to deal with a range of issues. The post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

Some attendance at evening meetings will be required

Information pack is available on the parish council's website at <http://newalresfordtc.org.uk/>

To apply please submit your CV with a covering letter explaining why you would be suitable for this role.

CLOSING DATE: 12 noon Mon 12TH Feb 2018

INTERVIEW DATES: To be arranged

START DATE: As soon as possible by agreement

If you require any further information please contact: Karen Ross Locum Town Clerk tel 01962 732079 or e-mail: tclerk@newalresfordtc.org.uk.

[Candidate Information pack](#)