

NEW ALRESFORD TOWN COUNCIL

Require

A TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER and A DEPUTY TOWN CLERK

New Alresford is one of the largest market towns in Hampshire and a well-established tourist destination, hosting a variety of major festivals each year. The town has a resident population of 5,000, rising by 15,000 on peak festival days. NATC is based at Arlebury Park Recreation Centre a substantial sports facility, incorporating function rooms and office accommodation managed by the council. The council is also responsible for the management of playgrounds, recreation areas and allotments in the town. The scope of the Council's responsibility is wide reaching and involves the preparation and management of a budget exceeding £300,000.

TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER POSITION – this is a senior officer role demanding a high degree of professionalism and commitment. The Town Clerk plays a pivotal role in the management of the town's affairs and in the communication between the council and residents. The pay range we're offering is from £35,229.00 plus a Pension Contribution. We offer a flexible working environment, as some evening work will be required. The role will be 37 hours per week, with flexibility on office working days.

Key Requirements – full list of requirements is available on request

- Experience with computer-based Accounts packages essential
- Excellent written and verbal communication skills
- Strong personal character with patience and a level head
- Experience in working in a time pressured environment
- Enthusiasm in local initiatives and working with the public
- Excellent organisational skills essential

DEPUTY CLERK POSITION – this role will work closely with the Town Clerk and share many of the skills, requirements and responsibilities. The pay range we're offering is from £27,358 pro rata plus a Pension Contribution. We offer a flexible working environment, as some evening work will be required. The role will be 30 hours per week, with flexibility on office working days.

FULL DETAILS OF THE RESPONSIBILITIES AND REQUIREMENTS RELATED TO THESE POSTS ARE AVAILABLE ON THE NATC WEB SITE OR FROM THE LOCUM CLERK SUE HOBBS AT: townclerk@newalresford-tc.gov.uk or in writing to New Alresford Town Council, Arlebury Park Office, The Avenue, Alresford, SO24 9EP

CLOSING DATE FOR APPLICATIONS: MONDAY 16 JULY 2018