



**BURTON LATIMER TOWN COUNCIL  
APPOINTMENT OF COUNCIL CLERK AND RESPONSIBLE FINANCIAL  
OFFICER**

**Salary range of pay scales 36-40 depending on experience**

**Full time fixed term contract until September 2025**

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal.

**Key duties: you will ensure that:**

- All legal, statutory, financial and other governing provisions relating to the Council are observed.
- All Council meetings are properly administered.
- Council decisions are effectively tracked and promptly implemented.
- Effective working partnerships with key local and regional bodies are developed and maintained.

**You will:**

- Be suitably qualified and experienced, highly motivated, enthusiastic and community focused.
- Bring sound leadership, management, administrative, communication, IT, financial and organisational skills.
- Be flexible in approach and able to meet deadlines.

The full-time contract includes any evening meetings or council events.

**For a Recruitment Pack please:**

**Call 07466 319904**

**Email: [cllrjennydavies@gmail.com](mailto:cllrjennydavies@gmail.com)**

**Or write to:**

**The Harold Mason Centre,**

**120 High Street,**

**Burton Latimer**

**Northamptonshire**

**NN15 5RH**

**Closing date for applications: 6<sup>th</sup> August 2024**