

Sheringham Town Council

Wish to appoint a

Town Clerk

Salary Scale Point 37-41, £45,441– £49,498 (dependant on experience) + Pension Scheme

37 hours per week

The Council is looking for someone with management experience preferably in Local Government, strong financial management skills and who has a keen interest in the needs of the Sheringham community and what the Council can do for it.

Working 37 hours a week at the Community Centre, the successful applicant must also be willing to work in a flexible and supportive manner with the Council as its Proper Officer and chief adviser. This will include attending evening meetings and some civic events.

For more information, please visit www.sheringhamtowncouncil.gov.uk. To request an application form, please contact the Locum Town Clerk at the address below.

To discuss the job in further detail, please telephone 01263 822213.

The closing date for return of applications is noon on 4th November 2024. Interviews will be held week commencing 11th November 2024.

Completed application forms should be submitted to:
townclerk@sheringhamtowncouncil.gov.uk

OR

Locum Town Clerk
Sheringham Town Council
Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP