



Sleford Town Council plays an increasingly important role in the Town of Sleford and following a review of its Administration Team has a vacancy for a Deputy Town Clerk.

This is a new post which will provide support to and deputise for the Town Clerk, provide first line management to some 12 members of staff as well as helping to develop the Council to meet the challenges and opportunities facing the Town.

The successful applicant will require excellent administrative and leadership skills enabling them to work with staff, councillors, the local community and partners.

The post requires candidates to have a sound understanding of local government, strong experience in administration, finance, policy, project management and communication. Excellent IT skills are also essential.

The Town Council is looking to build on a progressive approach to managing its own services & assets and meeting the challenges of rapid growth of the Town generally.

Applications are invited from suitably qualified persons with a current understanding of local government, preferably with a finance qualification (e.g. AAT Level 3) and who already hold the Certificate in Local Council Administration (CiLCA). The Town Council would be willing to support the right candidate to achieve these qualifications within 12-24 months of commencing employment.

The job description, application form and further information will be found within an application pack which can be obtained by calling **01529 303456**. Alternatively, email the Town Clerk at kevin.martin@sleford.gov.uk and request that a pack be sent to you.

The closing date for applications is close of business on 31st July 2018

Sleford Town Council is an Equal Opportunities Employer