

ADVERT: Appointment of a Assistant Town Clerk (Internal Coordinator) to Filey Town Council

**Contract:** Permanent role 30 hours per week

**Salary:** Spinal Column Points 22-25 (£20,661-£22,658 pro rata) depending upon qualifications and experience

**Pension:** Post holder eligible to join Local Government Pension Scheme



Applications are invited for the position of Assistant Town Clerk (Internal Coordinator) which will become vacant in February 2018.

Filey is situated on North Yorkshire's east coast and is a family seaside resort which has a population of approx. 7,100 residents. The parish precept for the 2018/2019 financial year is £143,000 and the budget is £205,319. Filey Town Council was the first council in Yorkshire to achieve a Quality Award in 2015 and is an Equal Opportunities Employer.

The Assistant Town Clerk (Internal Coordinator) is responsible for day-to-day management of the Town Council's services and functions, including managing the Lawns Cemetery, Clerking Committee meetings and action all financial processes. The successful candidate will work within the Filey Town Council Offices and will manage a caretaker.

The successful candidate will be responsible to the Town Clerk/ RFO of the council.

This post requires candidates to have an excellent track record in administration, accounting and event management. Experience of work in local councils is desirable, as is experience of budget monitoring and of using accounts software.

Applications are invited from suitably qualified persons who hold the Institute of Local Council Administration (ILCA) or who would work to achieve the qualification within 12 months of commencing employment.

Informal discussions concerning the role can be made by contacting David Liddle, Town Clerk & RFO, on **01723 514498**.

Application packs, including job description and person specification, can be downloaded from: [www.fileytowncouncil.co.uk/contractvacancies.html](http://www.fileytowncouncil.co.uk/contractvacancies.html)

The closing date for applications is **12:30pm on Friday 16 November 2018**. Interviews are provisionally planned for **Tuesday 11 December 2018** and **Wednesday 12 December 2018**.