

CAISTOR TOWN COUNCIL

V A C A N C Y

Caistor Town Council is seeking to recruit a Clerk/Responsible Financial Officer.

The post is initially for 25 hours per week increasing to full time within three months. The job will entail administration of the Council's business/finances, management of its land and buildings and attendance at meetings.

Relevant experience of clerical and financial administration is essential, particularly in the Public Sector. A flexible approach is necessary as the position involves some evening meetings and the occasional weekend event. CiLCA qualification is preferable however training and support is available.

Salary commensurate with experience.

The appointee will be based in a new office in the town hall.

For an application pack and to discuss in more detail please contact:-

Caistor Town Council at hs.pitman@tiscali.co.uk or telephone 01472 851679.

Closing date Tuesday, 31st October 2017