

# NEWENT TOWN COUNCIL AND BURIAL AUTHORITY



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Newent Community Centre,  
Ross Road,  
Newent,  
Glos,  
GL18 1BD  
Tel: 01531 820638

## **TOWN CLERK & RESPONSIBLE FINANCE OFFICER– F/T 37 hrs p/w Salary SCP 35-37 (£38,890 - £40,876) per annum**

Our thriving market town and one of the oldest towns in the Forest of Dean has an exciting opportunity to join our Town Council as **Clerk and Responsible Finance Officer**. With a population of approximately 5,500, Newent dates back further than Roman times and appeared in the 1086 Domesday Book of William the Conqueror!

Leading a small committed team of 5 staff, the successful applicant will demonstrate resilience in managing our key projects, services and facilities as well as being comfortable with changing priorities. You will be expected to build productive relationships both within and external to the Council.

Some experience in financial management is required together with knowledge of local government, however full training will be provided for the latter.

The Council is looking for innovation, strong administration / organisational capability and comprehensive practical knowledge of Microsoft 365. Project management also plays a large part of the role so please be prepared to demonstrate these as part of the interview process.

Evening work is required as per the Committee schedule and you will be asked to work occasionally at weekends.

The Council has a budget of approximately £320,000, and is proud to be responsible for wide variety of local attractions and places of interest. These include Market House in the square built in 1668, Newent Lake, home to a haven of wildlife all year round, various Play Areas, the tranquil 9 acre Newent Arboretum as well as allotments and Cemetery. Our Recreation Ground is managed under a Charitable Trust to which you would hold the role of secretary.

The successful candidate would be expected to hold the Certificate in Local Council Administration or be willing to attain it within 1 year of starting in post.

Newent Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

Further details of our Town and Council are available on the Council's website [www.newenttowncouncil.org.uk](http://www.newenttowncouncil.org.uk).

Please contact Newent Town Council ([townclerk@newenttowncouncil.gov.uk](mailto:townclerk@newenttowncouncil.gov.uk)) for more information and an application form. CVs will not be accepted without an application form.

Closing date for applications: Friday 3 September 2021

Interviews will take place Friday 10 September 2021