



RAMSGATE TOWN COUNCIL

STAFF VACANCY

For a

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

Ramsgate Town Council is seeking to fill the full-time role of Town Clerk and Responsible Financial Officer.

The job:

The town is a leading seaside town with a population approaching 46,000 and a current precept in excess of £900,000. The council is very active and has embraced localism. The Town is located within the South East's first Heritage Action Zone.

It has 16 members of council and 13 members of staff, serving an active and involved electorate.

Candidates will hold or work towards a minimum of a CiLCA qualification, be familiar with accounting practices in either a detailed or supervisory role and have a record of proven, effective management of staff.

Candidates should be able to demonstrate experience in handling major projects and the ability to balance multiple projects would be an advantage.

Hours: Full time.

Total hours per week: 37 hours.

Pay: £41,881.00 per annum / starting salary scale point 38 (LS SCP 37-41).

Pension: Auto enrolment pension scheme in operation.

Paid holiday: 22 days per year.

To Apply: Complete the application form.

Send to: Eileen Richford - Deputy Town Clerk
Ramsgate Town Council
The Custom House
Harbour Parade
Ramsgate
CT11 8LP

Or via: eileen.richford@ramsgatetc.org.uk. CV's will not be accepted

Deadline for applications Monday 31st May 2021