



DEPUTY TOWN CLERK
28 - 32 hours per week
(Hours to be agreed with the successful candidate)

This is an exciting opportunity to Join Bingham Town Council's senior team. Due to a recent internal promotion, we are actively looking to recruit a Deputy Town Clerk. We are looking for someone who is community minded and experienced in a similar role.

Bingham is a popular market town with a population of approximately 10,000 with good facilities. The town is expanding with over 1,000 homes in development along with a new primary school and leisure centre with community hall; both due to open in 2022.

The Town Council owns or has maintenance responsibilities for; two separate sports facilities with pavilions, five play areas, allotments, the town cemetery, closed churchyard, CCTV, Linear Park nature reserve and the Old Court House. The Council employ a small team of office and ground staff to assist the Council in delivering its services.

You will be working with the Town Clerk to deliver a wide range of services and projects for the community. You will have excellent interpersonal skills and a high level of self-motivation along with a sound knowledge of local government law, financial procedures and an interest in serving the local community.

We will ask you to demonstrate your strong IT skills, knowledge of financial record keeping and use of accounting software. We are looking for someone with strong communication skills and experience of minute taking, VAT and payroll.

As Deputy Town Clerk, you will help prepare Council's agendas, meetings and record decisions. You will also help to develop policies that support the Council in delivering its services to the community and as an employer. You will be involved in community and civic events and help project manage the implementation and delivery of the Town Council's targets in line with its three-year reserves plan.

Although experience of local government and/or town and parish council work is preferred, we will also consider applications from those with experience of working within a legal framework and either hold or be willing to obtain the Certificate in Local Council Administration.

You will work within the Bingham Town Council offices and flexible working arrangements outside of core hours can be agreed. Attendance at some evening meetings and occasional work outside of the normal office hours for events will be required.

Salary Range SCP 24-28 £28,672 - £32,234 (pro rata)
Pension Scheme - LGPS

Full details and an application pack are available from:
Bingham Town Council, The Old Court House, Church Street, Bingham, Nottm, NG13 8AL
Telephone: 01949 831445 email: info@bingham-tc.gov.uk

For an informal chat about the vacancy, please call the office on 01949 831445 and ask for Jo Riddle, Town Clerk.

Closing date for applications is Sunday 28 November 2021 at 11.59pm.
Interviews W/C 29 November and 06 December 2021