



Nelson Town Council

Town Clerk Vacancy – 30 Hours Per Week

Salary is within the National Association of Local Councils Scale

Grade: £14.90 per hour – New SCP 24 - £28,672 per annum pro rata

Nelson Town Council seeks a Town Clerk. The applicant should be highly motivated and committed, have experience of financial management and an ability to understand local government law and procedure. Relevant experience is desirable but not essential. The successful candidate will have excellent communication and interpersonal skills, together with computer competence (Word and Excel). Attendance at evening meetings is required. A qualification in CiLCA or a willingness to work towards this is essential.

A flexible approach to working is essential - Please note CV's will not be accepted.

You can download the full job description, person specification and application form by contacting Nick Harbour, Assistant Town Clerk at the address below or by emailing info@nelsontowncouncil.gov.uk

Job applications packs are available to download from www.nelsontowncouncil.gov.uk

For an informal discussion please ring

01282 697079 or 07735350735

Closing date for applications is 12 noon, Friday 25th June 2021

[Nelson Town Council, Town Hall, Market Street, Nelson, BB9 7LG](#)