



# **Nelson Town Council**

## **Assistant Clerk Vacancy – 25 Hours Per Week**

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**Salary is within the National Association of Local Councils Scale**

**Grade: £11.45 per hour – New SCP 13 - £22,201 per annum pro rata**

**LC1 (New SCP 18-23) £24,313 - £26,999 on successful completion of the CILCA qualification**

Nelson Town Council seeks an Assistant Clerk to support the Town Clerk to deal with an increasing workload. The applicant should be highly motivated and committed, have experience of administrative management in a complex environment with an ability to understand local government law and procedure; knowledge of financial management. 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 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 Safia Kauser, Town Clerk at the address below or by emailing [info@nelsontowncouncil.gov.uk](mailto:info@nelsontowncouncil.gov.uk)

Job applications packs are available to download from [www.nelsontowncouncil.gov.uk](http://www.nelsontowncouncil.gov.uk)

For an informal discussion please ring the Town Clerk Safia Kauser

on 01282 697079 or 07735350735

**Closing date for applications is 12 noon, Wednesday 16<sup>th</sup> January 2019**

**Nelson Town Council, Town Hall, Market Street, Nelson, BB9 7LG**