

Town Clerk/RFO for Bungay, Suffolk

Bungay Town Council is undergoing a transition and is seeking a full time Town Clerk/RFO to play a leading role in this exciting challenge.

Council is looking for someone who is

- Able to advise the Town Council in both legal responsibilities and wider work in the town.
- A strong communicator, able to articulate the views of the Council and liaise effectively with members of the community.
- Approachable, friendly, well-organised and efficient.

Based at the Council offices, the Clerk will be the public face of the Council as well as being involved in the projects that are planned for the future. Consequently, applicants should be:

- IT literate with working knowledge of Website Management
- Financially aware, able to manage resources and advise on budget setting
- Able to assist in project administration, contract negotiation and supplier management

Experience in working in local council/government is desirable but not essential, as appropriate training will be provided for the successful applicant.

Remuneration will be between £27358 and £38052 based on experience

Please contact Karen Forster (Locum Clerk to Bungay Town Council) on 01986 896006 or bungaytownclerk@gmail.com

Closing date for applications – Monday October 1st.