

WALMER TOWN COUNCIL

62 The Strand, Walmer, Deal, Kent CT14 7DP

Tel/Fax: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

DEPUTY CLERK

Walmer is a thriving coastal community located in Southeast Kent. Walmer Town Council is wishing to recruit a person for the role of Deputy Clerk to the Council.

The Deputy Clerk will be the office manager and finance officer for the Council, and it is also planned to be a 'succession post'. You will receive all the necessary training and mentoring needed to succeed the current Clerk when he retires as planned at the end of his contract.

The post will be initially part time (25 hours per week), eventually becoming a fulltime post (37 hours) when the succession from Deputy Clerk to Clerk takes place. The council will be flexible and consider proposals from applicants on working hours.

The Council is looking for someone who is calm, well organised, and capable of working within a small team but having sufficient initiative to carry out some work independently.

Local government experience is not necessary, as the training programme will give you all the skills needed to succeed the current Clerk. Typically, the role might suit someone with a background in administration as an office manager, or accounts clerk. A good standard of education (3 GCSE's - grade 7 or above in Maths and English or the equivalent) is a requirement.

The Council will pay a competitive salary for the right candidate and there is a defined benefits pension scheme available to all Council employees.

If you would like to be considered for the post, please visit our website for a form (www.walmercouncil.co.uk), or contact me by email: clerk@walmercouncil.co.uk

Richard Styles

Town Clerk