

Job Advert

Applications are invited for an Assistant to the Town Clerk.

Council: Wilton Town Council

County: Wiltshire

Salary: LC1 (Full Time Salary £17,772 – £20,138 (pro-rata part-time) depending on experience and qualifications)

The ideal person will be sociable and affable; self-motivated and able to maintain good relationships with employees, council members, contractors and the public. Experience in the local government would be useful, as would an interest in the work of the council and the community. Knowledge of MS Office is required together with an understanding of financial accounting

The hours are part time, 20 hours per week Monday to Friday with some evening attendance at meetings required. The successful candidate will have an option to join the Local Government Pension Scheme.

Application is by way of a CV which should be sent by Friday 27th April 2018 to the Town Clerk at clerk@wiltontowncouncil.gov.uk

Assistant Clerk's Job description

Title: Assistant to the Clerk of the Town Council

Duties & Tasks: To assist the Clerk in her duties

Place of work: The Council Offices, Kingsbury Square, Wilton, Salisbury, Wilts, SP2 0BA Meetings are usually held in the Council Chamber at the Town Council offices

The Assistant Clerk would assist the Town Clerk with her duties and responsibilities, which include:

- Dealing with Correspondence
- Filing
- Assisting in the financial functions of the Town Council (issuing invoices, banking, budget/precept planning)
- To administer bookings of Council facilities.
- To administer the Mayor's Diary and other Civic Events on a day to day basis,
- To assist with the preparation of press releases about the activities or decisions of, the Town Council.
- To attend CPD training courses or seminars as necessary and appropriate.
- To attend Council and committee meetings if required.
- To assist in the production of the quarterly newsletter and to update the Town Council notice boards, social media and website
- To take responsibility for maintaining the Town Council website, with the integration of social media, including Facebook and Twitter.
- To undertake a monthly check of Council supplied defibrillators
- To maintain the Town Trail leaflet boxes