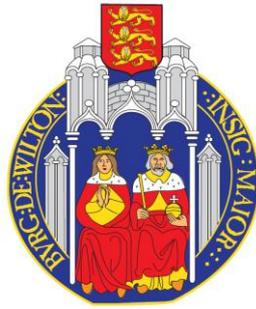


# WILTON TOWN COUNCIL

## *Ancient Capital of Wessex*

Mrs A. C. Purves FSLCC  
Town Clerk  
Tel: 01722 742093  
Email: [clerk@wiltontowncouncil.gov.uk](mailto:clerk@wiltontowncouncil.gov.uk)

Mayor: Cllr Peter Edge  
Deputy Mayor: Cllr Ivan Seviour



Council Offices  
Kingsbury Square  
Wilton  
Salisbury  
Wilts SP2 0BA  
[www.wiltontowncouncil.gov.uk](http://www.wiltontowncouncil.gov.uk)

### Town Clerk & Responsible Financial Officer

**Council: Wilton Town Council in Wiltshire**

**Salary range: LC2 SCP 21 to 27 £20,541 to £24,657 per annum pro rata.**

Wilton is a charming historical town 3 miles west of Salisbury and is reputed to be one of the oldest councils in England. Wilton Town Council is seeking to appoint a forward thinking and proactive Town Clerk to be responsible for the managerial, financial and administrative operation of the Council.

Supported by the Assistant Clerk, The Town Clerk is accountable to the Council for the effective management of all its resources, and will be required to ensure the effective and efficient delivery of the Town Council's services. Applicants should ideally hold the Certificate in Local Council Administration (CILCA), or be willing to achieve this within 12 months of appointment. Demonstrating an extensive knowledge of local government law and financial procedures, the ideal candidate will have appropriate managerial and financial experience within the local council sector.

This permanent post is subject to the National Association of Local Councils/Society of Local Council Clerks (SLCC) recommended terms and conditions. The post will be for 25 hours per week and the salary will be dependent on qualifications and experience within the range LC2 (SCP 21 - 27, £20,541 to £24,657 per annum pro rata) plus membership of the Local Government Pension Scheme

Applicants are by way of a comprehensive CV including a separate statement electronically, indicating why they are interested in the role, and what relevant skills and experience they would bring to the Town Council. Applications should also include the names of two referees, one of whom should be the most recent employer.

Applicants are invited to send their CV and statement to the Town Clerk, Catherine Purves by email [clerk@wiltontowncouncil.gov.uk](mailto:clerk@wiltontowncouncil.gov.uk)  
The closing date for receipt of applications is 5.00pm Friday 27th July 2018. Interviews will be held on Friday 3rd August.

For more information, together with a job description and person specification, please visit [www.wiltontowncouncil.gov.uk](http://www.wiltontowncouncil.gov.uk)