



Lutterworth Town Council

Coventry Road
Lutterworth
Leicestershire
LE17 4SH

Carol Mobbs

Acting Clerk to the Council

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Telephone: (01455) 550225
www.lutterworth.org.uk

TOWN CLERK and RESPONSIBLE FINANCIAL OFFICER

Salary, depending on experience, in the NJC LC2 Substantive Range (£28,672 - £32,234)
Membership of Local Government Pension Scheme
Holiday entitlement commensurate with role

Lutterworth Town Council serves a rural market town on the border of Leicestershire and Warwickshire. With an annual budget close to £425,000 and representing approximately 11,000 residents it provides a wide range of services for the local community.

The Town Council is seeking to recruit a full time, CiLCA qualified, Town Clerk who will be responsible to the Council for the day-to-day management of the Council's services and facilities, and who will also be Head of the Paid Staff. The successful applicant will be required to work in partnership with other statutory bodies and the general public to ensure that the Council is delivering excellence.

Working 37 hours per week, you will be a team player with proven excellence in organisation, leadership, communication and team management, and will have had previous senior level local government experience. You will have excellent IT skills, will be comfortable working on your own initiative, and you will hold the Certificate in Local Council Administration. As the Responsible Financial Officer will also have a proven track record in dealing with Local Council finance. A full UK driving licence is essential, and the role includes a number of evening meetings and occasional weekend work.

Candidates must submit a CV and completed application form to the Chair of Staffing Committee at the address shown above. An application pack is available from the Town Council Website, at <https://www.lutterworth.org.uk/>

Applications must be submitted **no later than 12 noon on 1st March 2021** to:

Chair of Staffing Committee
Lutterworth Town Council
Coventry Road
Lutterworth
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