**Interim Assistant Town Clerk / Deputy Town Clerk**

We are seeking to appoint a proactive individual to assist the Town Clerk and Deputy Town Clerk with a diverse and interesting range of duties and projects.

This is an exciting opportunity to join as an Assistant Town Clerk on in interim basis for 12 months, with progression into the Deputy Town Clerk position.

To begin with the pay and hours would be:

* Pay - SCP 13 – SCP 17 subject to experience (£26,873 - £28,770) per annum, pro rata – National Pay award pending
* Hours - Minimum 15 hours per week initially: Tuesday, Wednesday, and Thursday

Then after 12 months, pay and hours would increase to be:

* Pay – SCP 18 – 23 (£29,269 - £32,079) per annum, pro rata – National Pay award pending
* Hours - 30 hours per week (Monday, Tuesday, Wednesday, Thursday, Friday)

The postholder will have responsibility for communication with local authorities at all levels, community groups and service providers as well as the general public. They will be expected to actively promote and implement the Council’s policies and to work as part of a small, friendly and professional team, as well as on their own initiative.

**Role requirements:**

* The postholder will need to have previous administrative experience.
* You should be highly organised, possess excellent inter-personal skills, and be quick and keen to learn.
* A good working knowledge of Outlook, Excel and Word is essential.
* You don’t necessarily have to come from a Local Government background, however previous experience in a local council would be an advantage, as would experience in a similar financial role.
* A flexible attitude to work is required, as is a friendly and positive outlook. The post includes some evening and weekend work and attendance of functions and events in Horwich.

**Benefits:**

* In return we offer a great working and supportive environment.
* Training and development will be provided, with an expectation the postholder becomes Deputy Town Clerk.
* Local Government Pension Scheme
* Potential for hybrid working once progressed to Deputy Town Clerk

The successful applicant would be expected to have or be prepared to pass the CILCA qualification.

**Closing date:** 6 September 2024