



VENTNOR TOWN COUNCIL

SALISBURY GARDENS, DUDLEY ROAD, VENTNOR, ISLE OF WIGHT PO38 1EJ



DETAILS

Job title: Full-time Town Clerk and Responsible Financial Officer

Organisation: Ventnor Town Council

Salary: £41,418 - £44,428

Application deadline: 5pm, Thursday 28th March

Annual Leave: 28 days + Bank Holidays.

Contractual Obligation: 37 hours weekly (Hybrid and flexible options available)

County: Isle of Wight

Email address: rachel@ventnortowncouncil.org.uk

Phone number: 01983 853775

SUMMARY

An exciting opportunity as a full-time Town Clerk and Responsible Finance Officer.

Ventnor is a friendly and beautifully unique coastal Victorian town on the south-westerly part of the Isle of Wight, which enjoys a mild climate year-round and is steeped in history. The town is community-minded serving just under 6,000 residents.

The Town Council is seeking to appoint an innovative, dynamic forward-thinking proactive Town Clerk, to develop links with local groups and source funding to enable the council to become more sustainable and provide improved value for money for our local community.

If you have the enthusiasm, vision, and commitment to take the Council forward and manage a budget of circa £500k and 16 staff members (10.5Ftes) we would like to hear from you.

You will ideally hold the Certificate in Local Council Administration (CiLCA) or be willing to achieve it, with a proven track record in administrative and financial management and the necessary skills in people management and leadership, communication, and organisation.

Contact Rachel at rachel@ventnortowncouncil.org.uk for an application pack, or apply using the downloadable application form from our website www.ventnortowncouncil.gov.uk and returned to the same email address. For further information about the role, contact Mayor Steve Cooper at steve.cooper@ventnortowncouncil.org.uk or 07803 844388.

The Application Pack is available from our web site here:

<https://www.ventnortowncouncil.gov.uk/your-council/staff/job-opportunities/>