



## WINDERMERE & BOWNESS TOWN COUNCIL

### TOWN CLERK

Windermere & Bowness Town Council seeks a confident person with an interest in the local community for the post of Clerk to the Council.

The formal start date will be 1<sup>st</sup> April 2023, but a handover period with the current Clerk is on offer from 1<sup>st</sup> January 2023 and will be fully remunerated.

The Town Clerk is responsible for managing the Council's day-to-day business, providing advice, and implementing decisions. The Clerk is also the Council's Responsible Financial Officer.

Working hours are 28 hours per week and can be worked flexibly. There is some evening work to attend Town Council meetings (2 to 3 evenings per month). The current Clerk works largely from home. A new meeting room facility is in development in the centre of Windermere and this can be used as an office base if needed.

Remuneration will be pro-rata on the LC3 scale (point 33 to 41; £37,568 to £45,648) and there is a pension scheme.

Candidates should note that the Council has recently created a new role of Finance Officer (1 day per week) and the Clerk will have the option of either taking that additional work on themselves or recruiting to the role.

Formal training and plenty of help and advice will be available. For an informal discussion and job description, please contact the Clerk (Julie Hartley) on 07951 402372 or [clerk@windermere-tc.gov.uk](mailto:clerk@windermere-tc.gov.uk) or go onto our website at [www.windermere-tc](http://www.windermere-tc) for further information.

The Closing Date for receipt of applications is **noon on Friday 20<sup>th</sup> August 2022.**