

OLNEY TOWN COUNCIL



The Olney Centre, High Street, Olney, Bucks MK46 4EF

VACANCY FOR DEPUTY TOWN CLERK

Olney Town Council has a vacancy for a full time **DEPUTY TOWN CLERK**, 37 hours a week, Monday to Friday based in The Olney Centre. (Would consider job share or part-time).

We are looking for an enthusiastic individual of integrity, with diplomacy and strong organisational skills

The successful candidate will be:

- Experienced in busy office environments
- Computer literate
- Experienced in accounting software (preferably Quickbooks)
- Able to communicate effectively, both written and verbally, with different audiences
- Confident, efficient and organised

Tasks will include:

- Deputising for the Town Clerk
- Attending meetings (occasionally in the evenings) and preparing minutes for approval.
- Updating and maintaining the councils' online sites (website and social media)
- Dealing with the public

The salary for the full time post will be in the range of £26,446 and £29,174 per annum, plus Local Government Pension Scheme.

Closing date for applications 10th June 2022 with interviews from 20th June 2022

To send your CV or for further information, please contact the Town Clerk on 01234 711679 or email to townclerk@olneytowncouncil.gov.uk or visit www.olneytowncouncil.gov.uk