



GREAT DUNMOW TOWN COUNCIL

We are recruiting!

Town Clerk / RFO

**Salary SCP 42-46, £45,859 to £50,451 p.a.
dependent upon qualifications and experience**

Applications are invited for the post of Town Clerk/RFO (Responsible Finance Officer). Experience and qualifications in local government, including CiLCA required. Good knowledge of Outlook, Word, and Excel is required. Finance, HR, administrative, and managerial qualification and/or experience required.

Full time position – 37 Hours per week, 5 days per week. A flexible approach is needed, as some evening and occasional weekend work will be required.

For a job description and application form, please visit our website: <https://greatdunmow-tc.gov.uk/> or email: sam.haywood@lgrc.uk

Closing date: 5pm, Friday 19th November 2021

Interviews will take place w/c 22nd November 2021