



## **Ramsey Town Council - Town Clerk and Responsible Financial Officer, based in Ramsey Cambridgeshire**

We are looking for a proactive, dynamic individual who is an excellent manager, leader and ambassador to partner our elected members in delivering their vision for our fenland market town. However, we also need someone with considerable administration, finance and organisational skills.

It's an exciting time for Ramsey – our community is growing and, with a new market town strategy on the horizon, exciting projects and developments are imminent. Additionally, the new Civic Hub and Town Council Offices in the town centre, are due to open in the coming months.

There are a large number of community stakeholders who are all committed to achieving the best for our parish. The Town Council aims to work with stakeholders, such as local authorities, businesses, community groups or residents. The Town Clerk would be expected to maintain and build upon our good working relationships with all these organisations, in the best interests of the town.

Ramsey Town Councillors are therefore looking for an inspiring, motivated person to take on the operational management and legal obligations of the council. The successful candidate will manage the council's services, its small staff and play a pivotal role in ensuring our council continues to move forward.

Could you be that person?

This is a full-time post, 37 hours per week, and the role requires attendance at evening meetings on a regular basis and occasional weekend working. The successful candidate will be expected to hold the Certificate in Local Council Administration or be willing to attain it within two years of starting in post.

Starting Salary: £33,486 - £36,371 based on the National Association of Local Councils pay scales - LC2 (29-32).

To ask for the application pack please contact: [ramseytc@ramseytowncouncil.org.uk](mailto:ramseytc@ramseytowncouncil.org.uk) or telephone 01487 814957. For further information about the post please contact: Cllr Val Fendley 07906 240582 or Cllr Adela Costello 01487 813124

Closing date for applications: Friday 26<sup>th</sup> August, 5pm.

We value equality and welcome applications from anyone who meets our person specification.