



**TOWN MANAGER/CLERK TO THE COUNCIL**  
**Minimum 30 hours per week**  
**(With additional hours as required)**

Bingham Town Council is seeking to recruit a new Town Manager/Clerk to the council to commence employment immediately.

Bingham is a popular market town with a population of approximately 10,000 with good facilities and is entering a period of exciting and challenging development. The Town Council will take a proactive role, working with the community to maintain and enhance the local area and its facilities and deliver good services to the people of Bingham.

The successful post holder will be expected to carry out all the functions and to serve or issue the notifications required by law of being the local authority's Proper Officer. The Town Manager/Clerk to the Council is responsible for day-to-day management of the Town Council's services and functions. The successful candidate will require excellent management and leadership skills enabling them to work in partnership with staff, councillors, the local community and business sector and external partners. This post requires candidates to have an excellent track record in administration, financial accounting procedures, policy, project management, event management, communication and strategic thinking. Experience of local government and/or town and parish council work is desirable, as is experience of monitoring budgets, preparing financial statements, computer and website management skills. The Town Council is a Burial Authority and the post holder is also responsible for managing the Cemetery.

The successful candidate will work within the Bingham Town Council offices and will manage a small team including grounds staff. Attendance at evening meetings and occasional work outside of the normal office hours will be required.

The successful post holder will have strong IT skills and either hold or be willing to obtain the Certificate in Local Council Administration as well as other relevant qualifications.

**Salary Range SCP 33-38 £29,323 - £33,437(pro rata)**

**Full details and an application pack are available from:**  
**The Town Clerk, Bingham Town Council**  
**The Old Court House, Church Street**  
**Bingham. Nottinghamshire. NG13 8AL**  
**Telephone: 01949 831445 email: [info@bingham-tc.gov.uk](mailto:info@bingham-tc.gov.uk)**

**Closing date for applications is Friday 5<sup>th</sup> May at 12pm.**  
**Interviews W/C 15<sup>th</sup> May 2017**