

MUCH WENLOCK TOWN COUNCIL

The Corn Exchange, Much Wenlock, Shropshire, TF13 6AE

Telephone: 01952 727509

Town Clerk: Mr R D May

Town Mayor: Mr T Pinches

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

(Salary: LC2 Points 35-38)

Due to retirement, Much Wenlock Town Council is looking for a full-time Town Clerk and Responsible Financial Officer / Clerk to the Gaskell Recreation Ground Board of Management / Clerk to Local Charities / Clerk to the Burial Board, to include some evening and weekend work and attendance at civic functions

Applicants should be suitably qualified and have excellent communication and administrative skills, a sound understanding of financial management and be willing to undertake additional training, if required, to enable the Town Council to attain Quality Council status.

Application forms and information packs can be obtained from Bob May, Town Clerk, Corn Exchange, Much Wenlock, Shropshire, TF13 6AE. Telephone: 01952 727509 or email on wenlock.town.council@shropshire.gov.uk

Closing date for the receipt of applications is 30 January 2010.