



**Royston Town Council**  
**Assistant Town Clerk/Finance Officer**  
**Permanent, full time, 37 hours a week, Monday to Friday**  
**Salary: SCP 18: £24,313 per annum increasing to**  
**SCP 23: £26,999 per annum when qualified**  
**Enrolment into the Local Government Pension Scheme**

We are looking for an enthusiastic and motivated person to help with the smooth and efficient running of the Council and its services, and to deputise for the Town Clerk when required.

The applicant will need to demonstrate a good knowledge of bookkeeping and ideally have experience of Sage Accounts and Payroll although full training will be provided. The job holder will have particular responsibility for the financial aspects of the council but will be involved in all elements of its work. Excellent communication skills and experience of organising and prioritising a workload is also required. Applicants will need to be willing to study for a local government qualification, CiLCA, which will result in a promotion once received.

Further information, an application form and job description can be obtained either on the Council's website [www.roystontowncouncil.gov.uk](http://www.roystontowncouncil.gov.uk) or by emailing [enquiries@roystontowncouncil.gov.uk](mailto:enquiries@roystontowncouncil.gov.uk)

Closing date: CV and completed application form need to be returned by 24<sup>th</sup> August 2019.