

BARTON-UPON-HUMBER TOWN COUNCIL



TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

Barton-upon-Humber Town Council is seeking to appoint a proactive, motivated and experienced person to continue the development of the Council's services in this challenging and ever changing sector. You will be a leader and have considerable demonstrable experience of local government or town council sector, experience of managing staff across diverse roles and excellent administration and organisational skills, be creative and innovative and be able to demonstrate a track record of working with elected members and the local community, as well as managing initiatives and events of the town council.

The Clerk is also the Responsible Financial Officer, managing the Council's procedures, budgets, accounts, contracts and activities with a budget of approximately £300,000 per year. The post is based at the Town Council Office within The Assembly Rooms, Queen Street, Barton-upon-Humber.

The post is a full time position of 37 hours per week, including two-three evening meetings per month. It is subject to a six-month probationary period and the successful applicant will be expected to hold the Certificate in Local Council Administration (CiLCA), or be willing to undertake the necessary training to obtain the qualification. The salary is currently linked to SCP 38 (pay award pending), plus employer's Local Government pension contributions.

Candidates must be able to demonstrate relevant experience to this post.

Please contact the town council via email townclerk@bartonuponhumbertowncouncil.gov.uk telephone 01652 633598 or The Council Office, The Assembly Rooms, Queen Street, Barton-upon-Humber, DN18 5QP.

Closing date for applications is 12 noon 5th January 2026

It is anticipated interviews will be undertaken on the 15th January 2026