



EYE TOWN COUNCIL

Broad Street, Eye, Suffolk IP23 7AF

May 2017

Vacancy for Deputy Town Clerk

Eye Town Council (IP23) is looking to appoint a Deputy Clerk

Eye is looking for an enthusiastic individual, who will work with the Town Council to manage the various assets of this busy town of approximately 1850 voters. Your tasks will include, in conjunction with the Clerk, preparing for and minuting evening council meetings and addressing ongoing administration, finances and correspondence in relation to the town and its assets.

The post is **10 hours per week** with a salary between **£23,398 - £25,951 pro rata**, clerk pay scales L2, levels 26-29, commensurate with experience.

A full job description, person specifications and application form can be obtained by contacting Cllr Jacquie Mather, Finance and Governance Committee, on jacquie.mather@eyesuffolk.org

The closing date for received applications is **Monday, June 5, 2017 at 12 noon** and interviews will take place on **Monday, June 12, 2017**.