



## VACANCY: DEPUTY EXECUTIVE OFFICER

**Sandhurst Town Council, Yorktown Road, Sandhurst,**

**Berkshire. GU47 9BJ**

**Salary: £28,000 - £31,000 pa**

35 hours per week, Monday to Friday, 9am-5pm (plus acting as Clerk to evening meetings which is in addition to the hours above and included in salary.)

Sandhurst Town Council is seeking to appoint a professional officer to assist with the duties of the Executive Officer, whose role encompasses that of the Town Clerk and Responsible Financial Officer, and to deputise in these roles as required.

The Deputy Executive Officer has day to day responsibility for all administrative and financial processes, acting as line manager for two full time and two part-time staff. The role is based at the Council Offices located within the beautiful Sandhurst Memorial Park, a Green Flag Award winning site located adjacent to a SSSI wetland meadow complex and the Blackwater River.

Sandhurst town has a population of approximately 22,000 with a precept of over £530,000 and the Town Council is the land manager for extensive sporting and recreational facilities located at the heart of the community. The Town Council meets bi-monthly and is supported by three bi-monthly principle committees and a Planning Committee meeting every month.

The ideal candidate will have previous experience of local authority work and the duties of the Clerk and RFO, but all applicants with the proven skill to manage public finances and provide high quality services to the public are welcomed.

Sandhurst Town Council has a high profile in the local area, including excellent links to the Royal Military Academy Sandhurst and a reputation for ensuring the Sandhurst Memorial Park is very well used for a wide range of activities, including several large, annual community events.

The generous remuneration package includes a pension and the post is currently eligible for an annual performance related award of up to 9% of salary.

Closing date for applications: Sunday 15 July 2018 (23:55 hours)

Proposed interview day: Thursday 26 July 2018.

For an application pack and to apply please visit:

[www.bracknell-forest.gov.uk/jobs](http://www.bracknell-forest.gov.uk/jobs)

(Use of a computer is a key part of the role so applicants must complete the online form.)