



Henley-on-Thames Town Council

Town Clerk and Responsible Financial Officer

Salary LC4 new SCP 46 – 54

£49,101 - £61,099 per annum

SCP above 54 may be available for an exceptional candidate.

Henley-on-Thames Town Council is one of the largest and busiest town councils in the country. The Council provides a wide range of quality services including parks, recreation grounds, open spaces, sports and arts facilities, allotments, burial land, moorings, car parks, a visitor information service and community buildings. The Council is fortunate in having an extensive property portfolio and significant financial investments under management.

We are seeking an executive leader of the highest calibre to lead our dedicated staff team, and to work actively with elected members to help develop existing services and to ensure that all legal, financial and other governance requirements are achieved.

We invite applicants who have a demonstrable track record of service achievement and innovation, who are highly committed to public service, motivated, community focussed, and who possess sound managerial, communication and organisational skills.

Application form and further details from Mrs Janet Wheeler, Town Clerk, Council Offices, Town Hall, Market Place, Henley-on-Thames, Oxfordshire, RG9 2AQ. Tel: 01491 630074; email j.wheeler@henleytowncouncil.gov.uk or visit our website: www.henleytowncouncil.gov.uk Applications must be received by 5.00pm on 13 May 2019.