

17 December 2018

Dear Applicant,

Town Clerk and Responsible Financial Officer

Thank you for your interest in applying for the position of Town Clerk and Responsible Financial Officer.

Full details of the vacancy are available on the Council's website, including:

- Letter to applicant
- Advert
- Job description and person specification
- Application Form (please complete and return)
- Equal Opportunities Monitoring Form (please complete and return)

Please note that your starting salary will be dependent on relevant knowledge, skills and experience, however, candidates can usually expect to be appointed to the bottom of the grade. The successful post holder will be employed by Sprowston Town Council, Recreation Ground Road, Sprowston, Norwich, NR7 8EW.


All applications must be received electronically, no later than the deadline of **4.30pm on Thursday 10 January 2019 to townclerk@sprowston-tc.gov.uk**. We regret to inform you that no late applications will be accepted.

A formal interview is planned for 28 and/or 29 January 2019 which you must be available to attend.

Due to the volume of applications we are likely to receive, if you haven't heard from us within one week of the closing date, please assume that on this occasion you have been unsuccessful.

In the meantime, if you have any questions about the role please contact me.

Yours sincerely,



June Hunt
Town Clerk

Town Clerk

Council Office, Sprowston Diamond Centre, School Lane, Sprowston, Norwich NR7 8TR

Tel: 0845 004 6227 or (01603) 408063

Fax: (01603) 418113

Email: townclerk@sprowston-tc.gov.uk

www.sprowston-tc.gov.uk