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# DEREHAM TOWN COUNCIL

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Assembly Rooms, Quebec Street, Dereham, Norfolk, NR19 2DJ

Telephone: 01362 693821

E-mail: [generalenquiries@derehamtowncouncil.org](mailto:generalenquiries@derehamtowncouncil.org)

Website: [www.derehamtowncouncil.info](http://www.derehamtowncouncil.info)

Dear Applicant,

**Re: Position of Town Council Officer**

Thank you for requesting an application pack for the above position.

Dereham Town Council provides a wide range of services for the people of Dereham. The provision of these services is administered by a small team of seven dedicated members of staff. These are made up of the Clerk, Deputy Clerk, four administrative officers and three groundsmen.

The work you will be involved with is varied and interesting. You will be expected to take responsibility and ownership for your own work, you will also have the opportunity to bring forward suggestions for developing and improving those areas.

While the Clerk and Deputy Clerk take overall responsibility for all the work, identifying the best way to deal with day to day problems are discussed with members of staff in order to understand different perspectives and to come up with the most suitable approach.

While the position will involve financial administration, it does not require somebody to have a finance qualification. The successful candidate would however need to demonstrate that they are numerate and comfortable with financial administration.

Deadline for the receipt of applications is 5pm on Thursday the 21<sup>st</sup> December 2023. Interviews will be held on Wednesday the 10<sup>th</sup> January 2024.

Please return your application to either the above address in an envelope marked 'Application for Employment' or by email to [g.snow@derehamtowncouncil.org](mailto:g.snow@derehamtowncouncil.org)

We look forward to receiving your application.

Yours sincerely

*A N Needham*

**Mr A N Needham  
Town Clerk**



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*Town Clerk: Mr A N Needham*