



WE ARE RECRUITING

**Our Vision for Corsham is an Engaged Community:
Making life better in Corsham through
equality, accessibility and inclusivity**

Why not join our team to make this happen?

Benefits of working with us at Corsham Town Council include:

- Working in a vibrant and attractive town
- Training and development opportunities
- Local Government Pension Scheme with employer contributions
- 26 days holiday plus Bank Holidays, rising to 31 days after five years

**Finance and Planning Officer (full-time)
Salary: £31,067 to £34,314**

Due to the promotion of the current postholder, Corsham Town Council is seeking to recruit a Finance and Planning Officer to provide effective and efficient planning, finance and administrative services and customer support.

The role will include coordinating the monitoring and delivery of the Corsham Neighbourhood Plan, providing advice to enable the Town Council to perform its role as a consultee on planning proposals and, to provide effective and efficient administrative services and customer support.

The normal working hours for this post are 9am to 5pm Mondays to Thursdays, 9am to 4.30pm, Fridays. Regular attendance at evening meetings and events, and occasional weekend work is required.

Closing date for applications is 9am on 10 February 2025

Interviews will be held on Monday 17 February 2025

Enquiries to Maxine Jones, Head of Finance and Administration

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Town Hall, High Street,
Corsham, Wiltshire SN13 0EZ
Telephone: 01249 702130

Visit www.corsham.gov.uk/we-are-recruiting for details of the Job Description, Person Specification, and application procedure or call us for more details on 01249 702130.