



**DIDCOT TOWN COUNCIL**  
***“Designated Garden Town”***  
**is looking for a responsible**  
**Reception & Finance Administrator**

**SCP 7 – 14 £20,092 to £23,080; 30 hours per week**  
**Benefits include up to 29 days holiday per annum; Local Government**  
**Pension and opportunities to train and develop skills**

The Council is seeking to appoint a Reception & Finance Administrator to work on a number of interesting Council services. This is a new and varied position where you will assist the Town Clerk and Finance Contractor in all matters associated with the financial affairs of the Town Council. You will act as the Clerk for the Finance & General Purposes Committee by compiling agendas; taking concise minutes; and producing professional reports that enable the Councillors to make informed decisions.

You will also act as the first point of contact at the Didcot Civic Hall and take the lead in welcoming visitors and customers along with dealing with their enquiries. Duties will include evenings and weekend work on a rota.

Much of the role involves assisting the Town Clerk with the care and administration of our personnel in terms of record keeping and essential HR tasks. You will get involved with every aspect of Town Council operations from providing facilities and services within the community, to giving advice and information to callers, to acting as a responsible employer.

The successful applicant would be expected to work towards obtaining the Introduction in Local Council Administration (ILCA) for which time will be allocated to achieve this qualification.

Didcot Town Council has recently declared support for the climate emergency with a task of working with the District Council to bring down our CO2 emissions both in production and consumption to reach carbon neutrality by 2030 and carbon zero by 2050.

All DTC staff will play an important part in realising these ambitions.

**An application form and further details can be obtained from Didcot Town Council, Britwell Road, Didcot, Oxfordshire OX11 7JN, telephone**

01235 812637 or email [council@didcot.gov.uk](mailto:council@didcot.gov.uk), or via the website at [www.didcot.gov.uk](http://www.didcot.gov.uk)

Completed applications may be emailed in confidence to the Town Clerk [jwheeler@didcot.gov.uk](mailto:jwheeler@didcot.gov.uk)

The closing date for applications is 20<sup>th</sup> May 2021. Covid-friendly interviews will be held week commencing 24<sup>th</sup> May 2021.

*Didcot Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community*