Cowes is a thriving and welcoming town. Cowes Town Council is proud of its heritage and character; it is open to new ideas to help Cowes continue to grow into a successful, sustainable and inclusive community.

COWES TOWN COUNCIL is recruiting for two roles

1 TOWN CLERK

and

2 RESPONSIBLE FINANCIAL OFFICER

TOWN CLERK

Cowes Town Council requires a part time CiLCA (Certificate in Local Council Administration) Qualified Town Clerk.

Location: to be based at the Town Council Office, Northwood House, Cowes.

Salary: *NJC LC2 (Above Substantive), starting at SCP 29 (£19.42/hr), with progression available up to SCP 33 (£21.47/hr) following successful performance and attainment of CiLCA.*

Hours: 30 per week
Contract: Permanent

Responsibilities:

The role involves administering all aspects of the Town Council and includes evening meetings. Excellent administration and organisational skills with a good understanding of local government, IT software, word processing, good communication skills/interpersonal skills are also essential. A willingness to undertake any training that may be necessary.

How to apply

For an application form, job description and person specification. Please call 01983 209022 or email recruitment@cowestowncouncil.org.uk.

The closing date for applications is on 12th December 2025
NOTE: Interviews are scheduled for 17th December 2025.

RESPONSIBLE FINANCIAL OFFICER

Cowes Town Council requires a part time Responsible Financial Officer

Location: to be based at the Town Council Office, Northwood House, Cowes

Salary: *Scale is NJC LC2 SPC 24 – 28 (£17.11/hr - £19.04/hr) dependent on experience and qualifications*.

Hours: 12 hours per week
Contract: Permanent

Responsibilities:

The Responsible Financial Officer (RFO) of the Council is responsible for the financial management and administration of Cowes Town Council's affairs and for all relevant statutory functions. The RFO reports directly to the Town Clerk.

How to apply

For an application form, job description and person specification. Please call 01983 209022 or email recruitment@cowestowncouncil.org.uk.

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