

# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Telephone : (01935) 382424  
Website : [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

**Amanda Card** Town Clerk



**Date:** April 2024  
**Your Ref:**  
**Our Ref:** DRFO/AJC  
**Ask for:** Amanda Card  
**E-mail:** [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk)

Dear Candidate

## Deputy Responsible Finance Officer

Thank you for expressing an interest in applying for this post.

The candidate pack is enclosed. This includes the job description and the person specification. Applications can be made by completing and submitting an application form via e-mail: [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk) or to the address above.

Please note that the closing date for applications is Tuesday 7<sup>th</sup> May 2024. If you do not hear anything by Friday 17<sup>th</sup> May 2024, you may assume that you have not been invited for interview. Please be aware that if you are shortlisted, you will be asked to bring along copies of your original certificates demonstrating your qualifications.

Yours sincerely



Amanda Card  
**Town Clerk** FCPFA, PSLCC, BA (Hons), BSc (Open)