

Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Telephone : (01935) 382424
Website : www.yeovil.gov.uk

Amanda Card Town Clerk



Date: June 2024
Your Ref:
Our Ref: PFA/AJC
Ask for: Amanda Card
E-mail: town.clerk@yeovil.gov.uk

Dear Candidate

Payroll and Finance Assistant

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 or to the address above.

Please note that the closing date for applications Thursday 27th June 2024. If you do not hear anything by Friday 5th July 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

A handwritten signature in black ink, appearing to be 'A. Card', written over a horizontal line.

Amanda Card
Chief Executive /Town Clerk FCPFA, PSLCC, BA (Hons), BSc (Open)