

Cowbridge (Ancient Borough) with Llanblethian Town Council

TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER

Salary Scale LC2 (Points 30 – 38) £26,822 - £33,437 – Full Time (37 hours)

Cowbridge (Ancient Borough) with Llanblethian Town Council is seeking to appoint a new Town Clerk/RFO who will operate as the Proper Officer taking overall responsibility for the Council's operations and supervision of Staff.

Working from the Town Council's Office, located in the Town Hall in the centre of Cowbridge, applicants must be able to demonstrate that they have experience of administrative management in a complex environment; an ability to understand local Government Law and Procedure; experience in line management of staff; excellent financial management and literacy skills; excellent communication skills together with the ability to represent the Town Council; competent and up-to-date IT skills and a willingness to pursue ongoing training opportunities. There is the opportunity to join the Local Government Pension scheme.

For further details of the post, job description and job application form, please e-mail enquiries@cowbridge-tc.gov.uk or telephone 01446 773385. CV's will not be accepted.

Closing date Thursday 15th March 2018 at 12 noon.

Interviews will be held on Thursday 22nd March.

Cowbridge (Ancient Borough) with Llanblethian Town Council is striving to be an equal opportunity employer and welcomes applications from all sections of the community.