

Cowbridge (Ancient Borough) with Llanblethian Town Council

TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER

Salary Scale LC2 (Points 30 – 38) £33,437 – £41,881 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; must possess a Certificate in Local Council Administration (CILCA) or be working towards this; 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 19th February 2021 at 12 noon.

Interviews will be held week commencing 22nd February 2021

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