



Porthcawl Town Council

DEPUTY TOWN CLERK/DEPUTY RESPONSIBLE FINANCIAL OFFICER

Salary: Scale SCP 27 £31,895 to SCP 31 £35,336 (FULL TIME)

Porthcawl Town Council is seeking to appoint a Deputy Town Clerk/ Deputy RFO who will be responsible for a wide range of administrative and financial functions in support of the work of the Town Council.

Working from the Town Council's offices in the centre of Porthcawl, applicants must be able to demonstrate that they have experience of administrative management; an ability to understand local government law and procedure; financial management knowledge; the capacity to cover the role of the Town Clerk/RFO in her absence; competent IT skills; and a willingness to pursue ongoing training opportunities. The weekly hours will be worked Monday to Friday with occasional evenings required.

For further details of the post and the full job description please e-mail pegan@onevoicewales.wales CVs will not be accepted.

CLOSING DATE : Midnight on 8 May 2022

INTERVIEWS WILL BE HELD ON 27 May 2022

Porthcawl Town Council is striving to be an equal opportunity employer and welcomes applications from all sections of the community.