



CYNGOR TREF MACHYNLLETH TOWN COUNCIL

JOB VACANCY

Machynlleth Town Council is looking for a Book-keeper/Admin assistant to help with the running of their Council.

The tasks will be varied but mostly to keep the accounts in good order and also to take the minutes at the monthly council meeting always on the last Monday of the month.

The pay is £26572 per annum pro rata for 21 hours per week + 2 hours for the monthly meeting on Grade SCP16-LC1.

If interested please contact send your CV by email : town-clerk@machynlleth-tc.gov.uk for an application form, a job description and an employee specification. Mark the subject line of your email : Admin assistant position.

Last day to return your application to Town Clerk will be 21st February 2025 at 12noon for interviews to be held on 3rd March 2025.

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

E-mail : town-clerk@machynlleth-tc.gov.uk