

CYNGOR PENCOED TOWN COUNCIL



Town Clerk / Responsible Finance Officer

Pencoed Town Council is seeking to appoint a highly efficient, multi-skilled manager for this varied, responsible and rewarding role of Town Clerk/Finance Officer.

The Town Clerk will effectively lead and manage all aspects of the Council's work; including the day-to-day management and operation of Council services as well as the legal, financial, governance and staffing responsibilities.

Working with the local community and the 13 Councillors will be just one aspect of the job.

You will need to have relevant experience, knowledge and skills to work with the Councillors and staff to deliver the Council's services and priorities. An eye for detail and accuracy are essential in this role. You must be available to attend the Council meetings which are held in the evenings and occasionally weekend events.

If you thrive in a small but busy work environment, like a challenge, enjoy public and community interaction, have a positive, caring, 'can do' attitude and can lead by example in the principles of public life (Nolan principles) we very much look forward to hearing from you.

Hours: 25 hours per week

Salary: NALC scale LC2-, SCP 18 – 23 from £30539 - £33366 depending on experience and qualifications – pro rata based on contracted hours.

Please contact Geraint Thomas, Town Clerk for any further information on 01656 869031

Please email clerk@pencoedtowncouncil.gov.uk to request the full job description, employee specification and application form

. Closing Date: noon on 12th February 2025