

**PONTARDDULAIS TOWN COUNCIL**  
**APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Salary within grade LC2 24-28 (£33,024 - £36,648 p.a.)  
Part-time (20 hours per week)

The Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, staff, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills, in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

The Town Clerk/RFO will be the Proper Officer of the Council and as such is under a statutory duty to carry out all of its functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. Ideally you should possess the CiLCA qualification and have a sound understanding of local authority organisation and management.

The post is part-time (20 hours per week) and some evening meeting attendance is required.

An application form is available on the Pontarddulais Town Council website, and should be returned by email to [clerk@pontarddulaistowncouncil.gov.uk](mailto:clerk@pontarddulaistowncouncil.gov.uk). Hard copies can be sent to 45 St Teilo Street, Pontarddulais, Swansea SA4 8SY

**For further information please call Clerk to the Council on 07939 592168 or  
Councillor A. Wilson on 01792 885532, or email the Clerk at  
[clerk@pontarddulaistowncouncil.gov.uk](mailto:clerk@pontarddulaistowncouncil.gov.uk)**

**Closing date for applications: 5pm, 25<sup>th</sup> April 2024  
Interviews to take place on Tuesday 7 May 2024**

Pontarddulais Town Council is an Equal Opportunity Employer and welcomes  
applications from all sections of the community.