

**CYNGOR TREF
MAESTEG**



**MAESTEG
TOWN COUNCIL**

**Deputy Town Clerk / Responsible Finance officer
25 HOURS PER WEEK
(where additional hours are accrued, time off in lieu is given)**

ACTUAL SALARY: £23,127 to £25,558 (Grade LC2 Points 24-28)

An exciting opportunity has arisen for a Deputy Town Clerk to assist the Town Council in fulfilling its role to the community. The role will be to assist the Town Clerk with all aspects of the Council life from administrative office duties, formal minute taking through to procurement and event planning. Working from the Council Office, applicants must be able to demonstrate that they have experience of administrative and office management; an ability to understand local government procedures; experience of working with the public; an understanding of Financial recording, competent IT skills and a willingness to pursue ongoing training opportunities.

Hours of work will be on set weekdays (to be agreed with the successful candidate) as well as regular evening work for meetings and occasional weekend events.

For further details, the full job description and application form, please e-mail Clerk Mrs Siân Teisar: Clerk@maestegcouncil.org

CLOSING DATE: 12 noon 7 July 2025

INTERVIEWS WILL BE HELD 18 July 2025 – feedback will only be given to those shortlisted