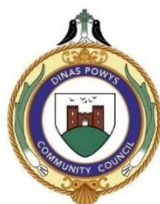


CYNGOR CYMYNED DINAS POWYS COMMUNITY COUNCIL

JOB ADVERTISEMENT



Job Description: Assistant Clerk (Temporary)
Responsible to: The Clerk
Basic Salary: SCP 13-17 - £28,163 – £30,060 pro rata

POST TO COVER MATERNITY LEAVE UP TO A PERIOD OF EIGHT MONTHS COMMENCING 1ST OCTOBER 2025

Applications are invited for the post of Assistant Clerk (Temporary) to Dinas Powys Community Council, to cover maternity leave for up to a period of eight months, commencing 1st October 2025.

We are seeking an experienced person (possibly with local government sector experience) who possesses sound administrative, financial, IT and managerial skills and who will be able to assist the Council in developing and delivering its services further.

This post involves a wide range of activities in the administration of the Council's business and the provision of its services to the public. The ideal candidate should be able to demonstrate a good understanding of Local Government Law, procedures and protocol, competent IT skills are essential.

Should prospective candidates wish to have an informal discussion about the post then contact the Clerk.

Application form and full job description can be obtained from The Clerk, Dinas Powys Community Council, Parish Hall, Dinas Powys, CF64 4AF

e-mail: theclerk@dinaspowys.org or online: www.dinaspowys.org
CVs will not be accepted.

Closing date: Midnight on: 31st July 2025

Interviews will be held Mid August. Date TBC.

(The salary and conditions will be in accordance with the recommendations of the NALC/SLCC 'Conditions of Service' for Clerks of Local Councils)

Dinas Powys Community Council is striving to be an equal opportunity employer and welcomes applications from all sections of the community.