



AMMANFORD TOWN COUNCIL

APPOINTMENT OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary within grade 33-36 - (SCP 33 – 36 - £44,075 - £47,181 p.a.)

Full-time – 37 Hours Per Week

Ammanford Town 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 therefore need 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.

Ideally you should possess the CiLCA qualification (or be willing to obtain) and have a sound understanding of local authority organisation and management.

We offer excellent nationally based terms and conditions of employment for this post which is full-time and involves evening and weekend attendance.

Please call Cllr. Clare Hope on 07429 550006 or email clarehope@ammanford-tc.gov.uk for a recruitment pack and an application form.

Closing date for applications: Friday, 12th September 2025 at 4pm

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