



Job Vacancy

Part Time Deputy Clerk/Responsible Finance Officer

We are an ambitious, dynamic town council looking for an enthusiastic individual with previous Admin/IT/Finance experience to join our team.

This officer will support the Proper Officer of the Council in carrying out his/her statutory responsibility to carry out all of its functions. You will support the Clerk in ensuring that the instructions of the Town Council in connection with its function as a local authority are carried out and in the absence of the Clerk/RFO, the Deputy will be expected to cover all elements of the Clerk/RFO's role as required to ensure that the day-to-day administration of the Council's affairs are fully complied with.

The role varies from day to day, and the successful person appointed will have a flexible can-do approach, with enthusiasm and demonstrable commitment to growing in the role as the town council develops.

The role is part time at 21 hours per week, with a starting salary of £16.90 per hour. Working schedule to be mutually agreed with the successful candidate but there will be requirement for regular daytime and evening work, with occasional weekends supporting community events which requires flexibility on the part of the post-holder. A generous package of employee benefits, local government pension scheme and comprehensive training is available for the successful candidate. In the first instance, Members are requesting CVs by email to the Town Clerk clerk@bargoedtc.org.uk

Job descriptions can be obtained by emailing one of the Town Councillors or the Town Clerk.

The closing date for receipt of CVs is:

12pm (noon), Wednesday 22nd October 2025.

Interviews will be held Monday 17th November 2025.

It is hoped that the successful candidate will take up the post in January 2026.