



AMMANFORD TOWN COUNCIL
APPOINTMENT OF DEPUTY CLERK

Salary within grade 18 – 23 (SCP 18 – 23 - £31,537 - £34,434 p.a.)

Full-time – 37 Hours Per Week

Ammanford Town Council is seeking highly organised and committed applicants to support the Town Clerk & RFO in the effective day-to-day organisation and management of the Council's services, staff, facilities and finances. You will play a key role in assisting the Town Clerk & RFO with operational management, statutory functions, financial administration and the delivery of Council projects and services.

You will therefore need to be enthusiastic, flexible and community-focused with excellent administrative, financial, organisational, interpersonal and IT skills, enabling you to work successfully with staff, Councillors, external organisations, stakeholders and the wider community.

Ideally, you should have a sound understanding of local authority operations and governance.

Please call Town Clerk & RFO on 07881913130 or email clerk@ammanford-tc.gov.uk for a recruitment pack and an application form.

Closing date for applications: Friday, 19th December 2025 at 4pm

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