

CYNGOR TREF **LLANIDLOES** TOWN COUNCIL

Neuadd y Dref
Great Oak Street
Llanidloes
Powys
SY18 6BN

Ffôn: 01686 412353

E-bost: clerk@llanidloestowncouncil.gov.wales



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Llanidloes Town Council is looking to appoint a new Town Clerk, Responsible Financial Officer and Cemetery Clerk. At present the role encompasses all these disciplines although there is scope for the Responsible Financial Officer duties to be included in responsibilities but with the function to be performed by a part time person.

The basic job description is:

- Ensures that the Council conducts it's business lawfully
- Administers all the Council's paperwork and governance (including policies)
- Ensures that meeting papers are properly prepared and the public is aware of meeting times
- Is responsible for the financial affairs of the Council
- Communicates the Council's decisions
- Oversees the implementation of projects
- Manages and leads the staff (4)
- Keeps property registers and other legal documents
- Keeps up to date with training/qualification
- Monitors the well being of staff
- Manages the Health & Safety of workplaces and council premises

The Town Council manages a broad estate of property related activities to include buildings (with or without tenants), recreation grounds, woodlands, public toilets and a Cemetery. With limited powers the Town Council can provide an advocacy service for local residents where appropriate.

Candidates should be flexible, organised and have a knowledge of local government. Training will be provided.

The role is currently part time at 28 hours per week but this can be reviewed based on an agreed structure going forward. Salary will be dependent on experience.

In the first instance candidates should contact the existing Town Clerk on 01686 412353 for further information and discussion prior to submitting formal applications.