



BARGOED
TOWN COUNCIL

Deputy Clerk/Deputy Responsible Finance Officer (RFO) Job Vacancy

Salary within grade LC2 (SCP 20-28 £32,597 - £39,152 Pro Rata £26,364 actual p.a.)
Part-time (30 hours per week) NJC pay award 2026-27 pending.

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal.

The Council is seeking highly organised and committed applicants to undertake this key role which 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 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. You will need therefore 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.

Based primarily at the Town Council office in Bargoed; a potentially hybrid, flexible 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 officer.

A generous package of employee benefits, local government pension scheme and comprehensive training is available for the successful candidate.

CVs will not be accepted for this post. A Job Description and Application Form can be obtained by emailing one of the Town Councillors or the Town Clerk.

clerk@bargoedtc.org.uk

The closing date for electronic receipt of completed application forms by email to the Town Clerk is: 23.59pm Friday 26th June 2026.

It is anticipated that interviews will be held week commencing 6th July 2026.