

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER NEWPORT TOWN COUNCIL

The 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, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, Finance and IT skills, in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA qualification and have a sound understanding of local authority organisation and management, or be prepared to start working towards it within 12 months of starting the job.

The post is part time (16 hours per week) and some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this part-time post which involves evening attendance.

Welsh language skills are desirable, but not essential.

Pay will be in accordance with the NALC Salary Scale LC2 Point 18-28, currently £15.84-£19.66 an hour, negotiable depending on experience and qualifications.
Part-time (16 hours per week).

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

Please call Lowri on 01239 821127 or email npclerk@newport-pembs.co.uk for a recruitment pack and an application form.

Closing date for applications: 27th May 2025.

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