



Vacancy for a Part Time Assistant Clerk/Responsible Finance Officer.

Blackwood Town Council have for the first time since its formation, a presence in the town, with an office now open on Gravel Lane, Blackwood, and we are looking to appoint an organised and committed Assistant Clerk to undertake this key role to support the Clerk and elected members in delivering a first rate service to our residents.

This officer will support the Clerk of the Council and deputise in their absence, ensuring that the instructions of the Town Council in connection with its function as a local authority are actioned. The role requires good committee and administrative experience in a local authority or similar environment, with a sound knowledge of local government systems and procedures.

Applicants should also demonstrate a good knowledge of local government finance and law within the Community/Town Council sector.

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

The role is part time at 20 hours per week, with a starting salary of £15.21 per hour. (Scale SCP 18-23 £29,269 - £32,076 per annum pro rata)

Working hours to be agreed with the successful candidate but there will be a requirement for regular daytime work, some evening meetings, and 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.

The existing clerk has informed Town Council he intends retiring from post this year, and members are taking the opportunity to assist its succession planning by appointing an assistant to work in tandem over the coming months

For further details – Employee specification and Job Description, please check website www.blackwoodtowncouncil.org.uk or contact the Clerk clerk@blackwoodtc.org.uk

Expressions of interest (in the form of a CV and covering letter) are invited and should be addressed to the Mayor and emailed to clerk@blackwoodtc.org.uk

The closing date for receipt of Applications is: Friday 28th June. 2024

Shortlisted candidates will be invited to interview