

**CYNGOR TREF  
MAESTEG**



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TOWN COUNCIL**

**TOWNCLERK/RESPONSIBLE FINANCIAL OFFICER (AVERAGE OF 25 HOURS PER WEEK)**

**ACTUAL SALARY:** £24947 to £26946 (Grade LC3 Points 33-36)

Working from the Council Office, applicants must be able to demonstrate that they have experience of administrative management; an ability to understand local government law and procedure; experience of line management of staff; financial management knowledge; competent IT skills and a willingness to pursue ongoing training opportunities. The ability to work efficiently through the medium of Welsh is desirable.

Hours of work will be on set weekdays (to be agreed with the successful candidate) as well as regular evening work and occasional weekends.

For further details and the full job description and application form, please e-mail Paul Egan [pegan@onevoicewales.wales](mailto:pegan@onevoicewales.wales)

**CLOSING DATE:** Midnight on 25 September 2020

**INTERVIEWS WILL BE HELD DURING WEEK COMMENCING 12 OCTOBER 2020**