



Job Vacancy

Deputy Clerk

Salary: SCP 6 – 20 (£28,282 - £30,296 FTE)

Hours: 25 – 35 per week

Tonyrefail & District Community Council is seeking to appoint a **Deputy Clerk** on a permanent basis. The anticipated start date will be Monday, 3rd June 2024 or earlier.

We are looking for an enthusiastic and committed individual with the ability to settle into the role quickly and help the Council achieve its goals for the community. Applicants must be able to demonstrate that they have experience of administrative and meeting management, an ability to understand local government law and procedure, financial processing knowledge and a willingness to pursue ongoing training opportunities.

The dynamic, varied and fast-paced nature of our sector calls for strong personal resilience, an ability to juggle a number of priorities at once and a good sense of humour!

You would be joining a small, friendly team who work well together and will be reporting to the Clerk.

For further information, please contact the Clerk on 01443 673991 or clerk@tonyrefail-cc.gov.wales.

Only applications completed on the [Application Form](#) will be accepted.

Previous applicants need not apply.

Closing Date: Friday, 12th April 2024 @ 12pm.

Interviews will be held during the week commencing 22nd April and the successful applicant will be notified by the end of that week.

The Council reserves the right to extend the deadline should insufficient suitable candidates be shortlisted.