



## **Towyn & Kinnel Bay Town Council**

### **DEPUTY TOWN CLERK**

Salary: NALC – SCP Range 25 - 29 (£33,945 - £37,336).

37 hours a week (9:00am - 5:00pm plus evening meetings)

The appointment will be subject to Local Authority Green Book conditions of service.

Towyn and Kinnel Bay Town Council are seeking to appoint a focused and enthusiastic individual with excellent analytical and critical thinking abilities, the ability to multitask, prioritise and manage time efficiently, and be comfortable with both a leadership and team player role.

Candidates should preferably be CILCA qualified or be prepared to work towards it.

Application packs are available on the website [www.tkbtc.co.uk](http://www.tkbtc.co.uk)  
or by emailing: Dylan Thomas (Town Clerk & RFO) at [clerk@tkbtc.co.uk](mailto:clerk@tkbtc.co.uk)

More information is available by calling 01745 355899

**Closing Date:- Friday 15<sup>th</sup> March, 2024.**