



Clun Town Council with Chapel Lawn

Clerk & RFO Job Advert: Clun Town Council with Chapel Lawn Salary Range circa £37-39K (FTE) Hours Per Week (negotiable) c. 18-22

Are you an experienced professional ready to take on a leadership role in local government?

Clun Town Council with Chapel Lawn is seeking an exceptional **Clerk to the Council and Responsible Financial Officer** to lead a small, dedicated team. This would be a fantastic opportunity for someone, ideally with some local government experience, who wants to make a significant impact on our vibrant community while managing diverse responsibilities from statutory duties to asset management.

What You'll Be Doing

As our Clerk & RFO, you'll be the senior officer of the council with statutory responsibilities and leadership across all our operations:

- **Statutory Leadership** – Serving as the Council's Proper Officer you will have full responsibility for its administration and operation
- **Financial Management** – Acting as RFO, you will set and oversee budgets, the Council's accounts, and its financial compliance
- **Asset Management** – Managing the Town Cemetery and the Council's other assets, liaising with contractors and monitoring their work
- **Administration** – Preparing agendas, attending meetings, and producing minutes for the Council and its committees; supervising and growing the skills of staff
- **Community Relations** – Acting as the Council's representative and Press and Public Relations Officer, locally and nationally
- **Strategic Planning** – Advising on the Council's strategic direction and developing policies that help shape the future direction of our services

What We're Looking For

Someone with:

- Previous experience in Local Government administration
- A good general level of education, including at least passes in English and Mathematics at GCSE level (or equivalents)
- Strong organisational and administrative skills
- Strong communication skills, both written and verbal
- A high level of literacy with the ability to read and analyse reports quickly and effectively
- The ability to work cooperatively and productively with people drawn from a wide range of backgrounds and experiences
- A good knowledge of Local Government legislation and finance and accounts/audit regulations
- Good computer literacy including use of the Microsoft Office Suite (Word and Excel as a minimum)

Ideally, you'll also:

- Be willing to work towards attainment of the Certificate in Local Council Administration (CiLCA) during the first few years – if you don't have it already
- Experience of managing people and carrying out staff appraisals
- Project management skills and experience
- Be a car owner/driver
- Have experience of preparing funding bids to local, regional, and national organisations

What We Offer

- **A Senior Leadership Role:** Lead and shape our community's services
- **A Competitive Salary**
- **Professional Development:** Training courses and professional conference attendance
- **Varied Responsibilities:** From statutory duties to community asset management
- **Local Government Pension Scheme** eligibility
- **A Chance to Make a Real Difference:** Have a direct impact on our community's future
- **A Supportive Environment:** Work with dedicated, enthusiastic councillors and committed staff

Key Details

- **Start Date:** flexible and negotiable
- **Hours:** 18-22 hours per week (normally Monday-Friday but with some evening/weekend requirements)
- **Probationary Period:** First 6 months of contract
- **Location:** you would work from home except when attending meetings in Clun or the surrounding area

How to Apply

Ready to lead our community team? We're looking for an exceptional candidate to join us!

Request an application pack from clerk@cluntowncouncil.gov.uk or download an application form from our website <https://www.cluntowncouncil.gov.uk>

Want to know more? Contact our Interim Clerk for an informal discussion about the role and how your financial expertise can benefit our community

Interim Clerk

Phone: 01588 640055

Mobile: 07891 405695

Email: clerk@cluntowncouncil.gov.uk

About the Role

This is a senior position requiring someone who can balance statutory compliance with community leadership. You'll manage our key assets while ensuring that the council operates effectively and transparently. The role offers excellent variety from financial management to community engagement.

About Us

Clun Town Council with Chapel Lawn serves a thriving community in the Welsh Marches. We're committed to transparent governance, effective service delivery, and creating opportunities for our community to flourish.

Clun Town Council with Chapel Lawn is an equal opportunities employer and welcomes applications from all qualified candidates.

Application Deadline: Friday 15th May 2026. The Council reserves the right to bring forward the closing date if there are sufficient suitable candidates.

Start Date: Flexible

Ready to lead our community forward? Apply today!