

NANTYGLO & BLAINA
TOWN COUNCIL
CYNGOR TREF NANT-Y-GLO
A BLAENAU



Nantyglo and Blaina Town Council is a Council based in South Wales, consisting of 16 Councillors and 2 officers and is based in its own offices in Blaina. Its budget for 2026/2027 is £115,000. Further details can be found on the Councils website <https://www.nantygloandblainatc.co.uk/>

The Town Council is looking to appoint a Town Clerk & RFO in an exciting opportunity to provide excellent services to the local community. The Clerk will be the 'Proper Officer' and the 'Responsible Financial Officer' of the Town Council, responsible for executing their legal, financial and administrative requirements. Supported by an Assistant Officer who they will be the line manager for.

The Clerk is responsible for ensuring that all instructions of the Council are effectively carried out.

The Clerk will advise the Council on, and assist in the formation of, policies in respect of the Authority's activities and in particular to provide the necessary information to enable the Council to make decisions and to implement those decisions as required.

The Clerk also provides advice to the Council as and when required concerning any current legislation that has relevance to the Council.

The person appointed will be accountable to the Council for the proper management of its resources and staff and to report on this as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the administration of its finances.

The post is 24 hours a week, primarily based in the council offices in Blaina with evening meetings. The Clerk is responsible for the agendas and the minutes of the meetings.

Salary Pay Point - starting at £22.85 per hour (SCP point 33 on NALC scales), depending on experience and qualifications.

If you require any further information, please contact the Assistant Officer on:
01495292817

Please submit your application to Mr Kevin Rowland (Assistant Officer) at clerk@nantygloandblainatc.com

Applications will only be considered if received via email and using the official application form.

Closing date 31st March 2026 with interviews being held during April 2026.

Please note that a permanent offer of this post will be subject to a satisfactory six month probation period.

Specific Responsibilities to include some or all of the below.

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT, ensuring that the Council's obligations for Risk Assessment are properly met and assist the work of the Responsible Finance Officer if this is not the Town Clerk.
- To act as Responsible Finance Officer if so, designated at a full Council meeting.
- To prepare, in consultation with appropriate members, agendas and reports as required for meetings of the Council and Committees. To attend such meetings as required and prepare minutes for approval.
- To attend allocated meetings of the Council and allocated meetings of its committees and sub-committees.
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
- To receive and report on invoices for goods and services to be paid for by the Council, to ensure such accounts are met and to deal with necessary banking issues e.g., the bank mandate and signatories.
- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- To draw up both on his/her own initiative and as a result of suggestions by Councillor's proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- To supervise any other members of staff as their line manager in keeping with policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as representative of the Council as required.
- To propose and draw up new policies and procedures as required.
- To prepare, in consultation with the Chairman and Clerk, press releases about the activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Proper Officer as required by the Council.
- To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council; suggested is membership of your professional body The Society of Local Council Clerks.
- To attend the conference of One Voice Wales, Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required.
- Any other reasonable task that the Town Council requires to fulfil their legal duties and obligations.