



TRAINEE FINANCE/ASSISTANT TOWN CLERK

Broseley Town Council

About the Role

Broseley Town Council is seeking an enthusiastic and organised individual to join our team as a Trainee Finance/Assistant Town Clerk. This is an excellent opportunity for someone looking to develop their career in local government administration and finance.

The successful candidate will support the Town Clerk in the day-to-day administration of the council and gain valuable experience in local government finance, meeting administration, and community engagement.

Salary: Scale SCP 7 -10

Salary in accordance with National Joint Council recommendations; pay scale £25,584 to 26,835 pro rata, dependent upon qualifications and experience.

Hours: 25 hours per week

Contract: Permanent

Location: Broseley Town Council Offices

Closing Date: 12 August 2025

Interview Date: TBC

To apply, please submit a completed application to Jenna Munday – Town Clerk
E: townclerk@broseley-tc.gov.uk or post to Broseley Town Council, Bridgnorth Road, Broseley,
Shropshire, TF12 5EL

JOB DESCRIPTION

Job Title: Trainee Finance/Assistant Town Clerk

Reporting to: Town Clerk

Main Purpose of Role:

To assist the Town Clerk in the efficient administration of Broseley Town Council, with particular focus on financial management, meeting support, and general administrative duties while developing skills in local government operations.

Key Responsibilities:

Financial Administration:

- Assist with the preparation and monitoring of annual budgets
- Process invoices, and purchase orders
- Maintain accurate financial records and filing systems
- Assist with VAT returns and year-end accounting procedures
- Support the preparation of financial reports for council meetings
- Handle petty cash and banking transactions
- Assist with grant applications and funding monitoring.

Meeting Support

- Assist in the preparation of agendas and supporting papers for council and committee meetings
- Attend meetings to take minutes and provide administrative support in the absence of the Clerk
- Distribute minutes and follow up on action points
- Maintain the council's diary and meeting schedules
- Assist with the council's annual meetings and civic events.

General Administration

- Handle telephone and email enquiries from councillors and the public
- Maintain council records, process correspondence and filing for all sites and services
- Support the Town Clerk with policy research and implementation
- Assist with Freedom of Information requests
- Maintain the council website and social media presence
- Provide support to bereaved families and funeral directors
- Assist with Cemetery interment bookings and daily cemetery management.

Community Engagement

- Assist with community events and initiatives
- Support councillors with ward-related enquiries
- Help coordinate with local organisations and partnerships
- Assist with public consultations and community surveys.

Training and Development:

- Work towards Certificate in Local Council Administration (CiLCA)
- Attend relevant training courses and workshops
- Participate in professional development opportunities
- Shadow experienced staff to develop skills and knowledge.

PERSON SPECIFICATION

Essential Requirements:

- GCSEs at grade C or above (including English and Mathematics)
- Administrative/office experience
- Microsoft Office proficiency (Word, Excel, Outlook)-
- Excellent written and verbal communication skills
- Strong attention to detail and accuracy
- Good organisational and time management skills
- Customer service skills and ability to deal with the public
- Basic numeracy and financial transaction handling
- Ability to maintain confidentiality
- Professional manner and team working ability

Desirable Requirements:

- A-levels or business/finance qualification
- Local government or public sector experience
- Bookkeeping or financial software experience
- Minute-taking experience
- Knowledge of local government procedures
- Understanding of data protection legislation

Working Conditions:

Office-based with occasional evening meetings. Regular interaction with councillors, staff, and public. Handling of confidential information.

Benefits:

Local Government Pension Scheme, 25 days annual leave plus bank holidays (pro rata), training opportunities.

Selection Process:

Shortlisting based on application against person specification

Interview with panel including Town Clerk and councillors

Practical exercise may be included

References will be taken up for successful candidate

Additional Information:

- This post is subject to a satisfactory enhanced DBS check
- The successful candidate will be required to complete a probationary period of 6 months

How to Apply

Application packs can be downloaded from the town council website here: <https://broseley-tc.gov.uk/vacancies> or alternatively a pack can be collected from Broseley Library.

Closing date: 14 August 2025