



Lydney Town Council

TOWN CLERK & RESPONSIBLE FINANCE OFFICER - F/T 37 hrs p/w Salary SCP 40 - 45 (£51,356 - £57,139) per annum

Known as the Gateway to the Forest of Dean, the town of Lydney has an exciting opportunity to join our Town Council as **Clerk and Responsible Finance Officer**.

Covering approximately eight square miles with a population of approximately 11,000, Lydney is steeped in history. The harbour area dates from the 1870's and is a rare and historically important example built for sailing ships with the surrounding area having evidence of being farmed since the Bronze age.

Leading a committed team of 13 staff the successful applicant will demonstrate resilience in managing our key projects, services and facilities as well as being comfortable with changing priorities. You will be motivated by interaction with the public and be expected to build productive relationships both within and external to the Council.

Experience in financial management is essential but if you have not been involved in working with a Council before, look to your transferable skills and how these can add value to our Council. Full training will be provided for the successful applicant.

The Council is looking for innovation, strong administration / organisational capability and comprehensive practical knowledge of computerised systems. Project management also plays a large part of the role so please be prepared to demonstrate these as part of the interview process. Evening work is required as per the Committee schedule.

The Council has a budget of approximately £850,000 and is proud to be responsible for a wide variety of local amenities. These include both Bathurst Park, and Recreation Trust, several play areas, allotments and the cemetery. The trusts are managed under a Charitable Trust to which you would hold the role of secretary.

If the successful candidate does not hold the Certificate in Local Council Administration, they must be willing to attain it within 12 months of starting in post.

Lydney Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

For a full Job Description and Application Form, CVs will not be accepted without an application form, please visit:

<https://lydneytowncouncil.gov.uk/Vacancies>

For any additional information please contact the Mayor, Cllr Tasha Saunders, on cllr.tsaunders@lydneytowncouncil.gov.uk

Closing date for applications: **12 noon on Wednesday 25th March 2026**

Interviews will take place week commencing: **Monday 13th April 2026**