

Would you like to join an enthusiastic and busy team at Brecon Town Council?

A vacancy exists for:

ADMINISTRATIVE OFFICER

NJC Grade SCP 7-12 £26,403 to £28,598 per annum

Full time permanent contract, 37 hours Monday to Friday, with additional evening and occasional weekend working as required, providing comprehensive support to the Town Clerk. The role covers a wide range of admin duties including typing, diary management, handling bookings, reception duties and customer service, as well as event and Guildhall hire support.

The successful candidate will need to have strong IT and admin skills, good attention to detail and a 'can do' attitude. A full package of training and support will be given, along with opportunities for development.

For an informal discussion, or to request an application pack, please contact Mrs Fiona Williams, Town Clerk by email townclerk@brecontowncouncil.org.uk or phone 07804 520704.

Generous holiday allowance

Closing date: 26th May 2026 at 9am



Cyngor Tref
Aberhonddu

Brecon
Town Council