

Person Specification – Town Clerk / Responsible Financial Officer

We are looking for a motivated and community-focused professional who can lead with confidence, integrity, and a genuine commitment to making a difference in Tenby. This is a varied and rewarding leadership role at the heart of the community presenting an opportunity to shape local priorities and make a visible impact. We can offer support for ongoing professional development and qualifications and you will work within a collaborative and forward-thinking council environment

Essential Skills, Knowledge & Experience

- Strong leadership and organisational skills, with experience managing teams, projects, or services effectively
- Sound financial management experience, including budgeting, monitoring, and reporting
- Excellent communication skills, with the ability to engage positively with councillors, partners, and the public
- Demonstrable understanding of governance, policy development, and working within regulatory frameworks (or the ability to develop this quickly)
- Proven ability to plan strategically while also delivering operational outcomes
- Confident in preparing clear reports, agendas, and formal documentation
- Good digital skills, including use of IT systems, websites, and social media
- Ability to manage multiple priorities, work independently, and meet deadlines

Personal Qualities

- Positive, proactive, and solutions-focused approach
- Strong sense of accountability and professionalism
- Approachable and responsive, with a commitment to excellent public service
- Flexible and adaptable, with willingness to work occasional evenings and weekends
- High level of integrity, discretion, and attention to detail
- Enthusiastic about supporting and promoting the local community

Desirable Skills, Knowledge & Experience

- Experience in local government or a public sector environment
- Knowledge of local government finance, law, or committee processes
- Experience of community engagement, partnerships, or event delivery
- Relevant professional qualification (e.g. CiLCA), or willingness to work towards this (fully supported)