



Angle Community Council

Vacancy for Clerk and Responsible Finance Officer

Salary—in line with NALC scales (starting at £10.04 per hour SCP point 6)
negotiable depending on experience and qualifications.

25 hours per month, predominantly working from home.

Availability to attend evenings meeting is required.

The role may suit those looking for flexible working arrangements.

Angle Community Council is looking to appoint a Clerk/RFO with drive and enthusiasm to administer the work and finances of the Community Council. The Clerk will be the 'Proper Officer' and the 'Responsible Financial Officer'. The post holder will work closely with the Community Councillors to plan and implement the aims and objectives of the Community Council.

Holding a responsible public position, the Clerk will administer the Community Council's affairs and act as representative and ambassador. Good literacy, numeracy, organisational and IT skills are essential. Welsh language is desirable but not essential.

Ideally the applicant should be able to demonstrate some previous administrative experience, strong organisational skills and financial experience. No two days are the same and you should be prepared to include some evening work. You should be confident to work individually as well as be part of a team.

Prior experience of working as a Town or Community Council Clerk is not essential.

Monthly allowance of £20 to cover office costs, electric, heat, broadband and phone is available. A Laptop and a printer will be provided.

Please contact Mrs S Williams (chair) c/o anglecc.clerk@gmail.com to request a job description and application form.

The successful candidate will take up post subject to references.