CLUNDERWEN COMMUNITY COUNCIL

VACANCY FOR CLERK & RESPONSIBLE FINANCE OFFICER

Clunderwen Community Council is looking to appoint a Clerk/RFO with drive, determination, attention to detail and excellent organisational skills to manage a varied workload. You should be confident to work individually as well as part of a team.

Holding a responsible public position, the Clerk will administer the Community Council’s affairs and act as representative and ambassador. The post holder will advise the Council in the formation of its policies and activities, produce agendas and minutes and manage the budget.

The ideal applicant will have administrative and financial experience. Prior experience of working as a Town or Community Council Clerk is not essential but any local government experience would be looked on favourably. Welsh language is desirable.

NALC Salary Point LC1(11), currently £12.50 per hour. 15 hours per month, working mainly from home but must be able to attend face to face monthly evening meetings as a minimum.

Please contact the Chairman for a full job description, if required.

To apply please request and complete an application form with a covering letter setting out your suitability for the role to:

Cllr. Dewi Williams

dewibryncoed@gmail.com

07590 554008

Closing date for applications is 5.00 pm on Monday 31st July 2023 with interviews being held during August 2023 (TBC).

The successful candidate to take up post on the 1st of September 2023, subject to references.