

# SCLEDDAU COMMUNITY COUNCIL

## VACANCY FOR CLERK & RESPONSIBLE FINANCE OFFICER

Scleddau Community Council, which covers the areas of Scleddau and Trecwn, is looking to appoint a Clerk/RFO with attention to detail and excellent organisational skills to manage a varied workload. You should be confident to work individually as well as be 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.

NALC Salary Point 19, currently £14.48 per hour but negotiable depending on experience and qualifications. 15 hours per month, working mainly from home but must be able to attend face to face monthly evening meetings as a minimum. To apply please send your CV to Hannah Smyth, Clerk/RFO at [scleddaucc@hotmail.com](mailto:scleddaucc@hotmail.com) 07843 206677 by 5<sup>th</sup> July 2023.