**WOLFSCASTLE COMMUNITY COUNCIL**

**Vacancy for Clerk & Responsible Finance Officer**

Wolfscastle is situated in the valley of the Western Cleddau at the northern entrance to the Treffgarne Gorge. It is of equal distance with Fishguard to the north and Haverfordwest to the south on the A40. The Community area also includes the hamlets of Welsh Hook, St Dogwell and Treffgarne. Residents of Wolfscastle and surrounding areas of which there are an estimated 708 residents have a proud community spirit which is clear to see when we come together for events such as our annual festival week, events held by Ysgol Casblaidd, Penybont and Treffgarne Owen chapels and other events coordinated by enthusiastic village groups and committees.

Wolfscastle 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 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, manage a budget and social media.

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 but not essential.

If you thrive in a small but busy work environment, like a challenge, enjoy public and community interaction and have a positive and caring attitude then the Council would very much like to hear from you.

NALC Salary Scale LC2 Point 18-23, currently £15.21-£16.67 per hour, negotiable depending on experience and qualifications. 20 hours per month, working mainly from home but must be able to attend face to face monthly evening meetings.

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

To apply please send your CV and a covering letter setting out your suitability for the role to:

Cllr. Gerwyn Williams

📧 [gerwynjwilliams@gmail.com](mailto:gerwynjwilliams@gmail.com)

☎ 07974 748160

Closing date for applications is 5.00 pm on Friday 2nd February 2024 with interviews being held the following week (TBC).

The successful candidate to take up post on Monday 26thFebruary 2024, subject to references.