

Kilgetty – Begelly Community Council

Clerk and Responsible Finance Officer

NALC Salary Pay Point - starting at pay point 13

Negotiable depending on experience and
qualifications

10 hours per week, working from home

Kilgetty – Begelly Community Council is looking to appoint a
Clerk and RFO with drive, determination and
organisational skills to manage a varied workload.

In addition to managing the day-to-day work of the
Community Council, the post holder will work closely with
the Councillors to plan and implement the aims and
objectives of the Council. Attendance at evening
meetings is required, although this is typically limited
to the monthly Community Council meetings.

The ideal applicant will have administrative
experience and some financial experience, strong
organisational skills, and be able to demonstrate
enthusiasm for working with residents and local organisations.
Prior experience of working as a Town or Community
Council Clerk is not essential. The role may suit those
looking for flexible working arrangements.

Please submit your Curriculum Vitae to
Melanie Priestley (Clerk) at

Kilgetty-begellycc@live.co.uk

Telephone: 07525 007068

Closing date 10th March 2021 with interviews being
held week commencing 15th March 2021 with the
successful candidate to take up post on 5th April 2021