**WOLFSCASTLE COMMUNITY COUNCIL**

**Vacancy for Clerk & Responsible Finance Officer**

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 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 but not essential.

NALC Salary Point 6, currently £10.24 per hour but negotiable depending on experience and qualifications. 14 hours per month, working mainly from home but must be able to attend face to face monthly evening meetings.

Please contact the Clerk for a full job description if required.

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

Revd Geoffrey Eynon (Clerk) at [Parchgeoff@gmail.com](mailto:Parchgeoff@gmail.com)

Tel. No. 07804477483

Closing date for applications is 5.00 pm on the 7th December 2021 with interviews being held the following week (TBC).

The successful candidate to take up post on the 4th January 2022, subject to references.