

VACANCY

Community Council Clerk/Responsible Financial Officer

Home based - part-time: 18/20 hours per month

Starting Salary scale NJC: £8.873per hour

The Community Council is seeking an enthusiastic and motivated Clerk, who has an interest in supporting the Community Council, shape the future of the local community and effectively deliver local services.

The successful applicant will be required to provide professional support and guidance in respect of all aspects of the Council's work including acting as the Council's Responsible Financial Officer. This will involve ensuring that the Community Council adheres to all statutory provisions, as well as adopted policies and best practice.

Applicants need to have excellent communication skills and organisational skills, be able to take minutes of meetings, undertake administrative duties and manage the Council's finances. A confident IT user, the candidate should have experience of using office type applications and PAYE. Web site management would be an asset although training can be provided.

The post is home-based for 18/20 hours per month, but will require attendance at evening meetings.

The successful candidate will be employed under nationally agreed NJC terms and conditions of employment. The appointment will be made within salary scale LC1 (pts 15-25 £8.873/£9.647 per hour)

Depending on qualifications and experience

Pro rata Annual Holiday allowance of 20 days plus bank holidays.

Optional Pension Enrolment will be offered.

To apply please contact the current Clerk:

Dianne Crecraft

dcrecraftcomcouncil@hotmail.co.uk

Tel: 01691 828542

Or The Chair:

Gill Marshall

gill@penllysbach.com

Tel: 01691 649665

Application Deadline August 7th 2017