

VACANCY

Llanfechain Community Council is seeking a

Clerk/Responsible Financial Officer

Home based - part-time 20/22 hours per month
Starting Salary scale (point 15) £9.341per 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 20/22 hours per month, but will require attendance at evening meetings.

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

Optional Pension Enrolment will be offered.

Interviews will be held on the evening of 25th April from 6.30pm at
Llanfechain Community Hall

To apply please send your CV with a covering letter or email to:

Gill Marshall, Chair of Llanfechain Community Council

Llanfechaincc@gmail.com

07532090863

Application Deadline 10th April 2019