

## **Llantilio Pertholey Community Council**

### **Clerk and Responsible Financial Officer – Vacancy**

**Part time: 12 hours per week including some evening working.**

**Salary range: £10,500pa**

**Closing date: 04-03-25 The Council reserves the right to extend the application closing date**

The Council is looking to appoint a Clerk to administer its work and finances.

Working mainly from home, the successful candidate will be expected to attend monthly evening meetings and will also need to be able to attend site visits and events within the community area as required.

The post is a responsible legal and public position and the Clerk will administer the Council's affairs and ensure that its instructions are carried out in relation to its duties as a local authority.

The successful applicant will act as an advisor to the Council in the formation of its overall policies and activities. In particular, the production of all the relevant information required for both making and implementing effective decisions.

As Responsible Financial Officer the Clerk will administer the Council's accounts and ensure a budget is set and monitored.

The ideal applicant will ideally have administrative and financial experience. IT Skills are also essential to enable Council agendas to be drawn up and minutes of meetings formulated. Welsh language skills are desirable but not essential.

Prior experience of working as a Town or Community Council Clerk would be helpful although not essential but any local government or administrative experience would be looked on favourably.

Expressions of interest (in the form of a CV and covering letter) are invited and should be addressed to the Chairman, Cllr Michael Hayward and e-mailed to [mhayward2022@gmail.com](mailto:mhayward2022@gmail.com) clearly marked confidential.