

Walwyns Castle Community Council

Clerk and Responsible Financial Officer (Part time approx. 2 hrs per week)

Walwyns Castle Community Council is seeking an organised person with an enthusiasm for supporting the communities of Walwyns Castle, Robeston West and Hasgurd in the role as Clerk and Responsible Financial Officer.

The postholder is responsible for documenting meetings, coordinating agreed actions and the timely reporting of financial information. Knowledge of local government administration at a community level would be an advantage, however the successful application will be supported by an experienced and friendly team.

Hours of work can be flexible however will involve attending meetings at Walwyns Castle Village Hall. The Council meet bi-monthly on the first Wednesday of the month.

The salary is based on the nationally agreed pay scales for part time clerks and based on the level of experience of the success candidate.

Please apply in writing and include an up to date CV.

For further information, please contact:

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