

BRACKLA COMMUNITY COUNCIL



Clerk to the Council

**Salary £27,041 to £32,324 pro rata
(Local Government SCP 23 – 28)**

30 - 37 hours per week, plus 40 hours per annum to attend meetings.

Applications are invited from suitably qualified candidates for the post of Clerk to Brackla Community Council.

The successful candidate will work optional flexible hours from the Community Council Office, following discussions with the Community Council.

Applicants for this post must be able to demonstrate a capacity to think and act strategically; have experience of administrative management in a complex environment; understand local government law and procedure; competent IT skills; finance experience and knowledge; and a willingness to pursue training opportunities.

The Clerk will be responsible for the following;

- Ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- Advising the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities.
- Producing all the information required for making effective decisions and to implement constructively all decisions.
- The effective management of all its resources and will report to them as and when required.
- All administrative and financial records of the Council and the prudent administration of its finances.

Please refer to the job description and person specification which can be found on our website <https://www.bracklacomcommunitycouncil.gov.uk/wp-content/uploads/2021/07/Job-Desc-Clerk-2021-1.pdf>

For further information, please contact
Miss Hannah May (Admin Officer) or Mr Philip Ley (Responsible Financial Officer)
Telephone: 01656 767072
Email: clerk@bracklacomcommunitycouncil.gov.uk

Please send your CV with a covering letter to the above email address

This position will close when the right candidate has been found

Previous applicants need not to re-apply