



Angle Community Council

Vacancy for Clerk and Responsible Finance Officer

Angle Community Council is looking to appoint a Clerk/RFO with drive and determination to administer the work and finances of the Community Council. The Clerk will be the 'Proper Officer' and the 'Responsible Financial Officer' of the Community Council, responsible for executing their legal, financial and administrative requirements.

Holding a responsible public position, the Clerk will administer the Community Council's affairs and act as representative and ambassador. Good literacy, numeracy, organisational and IT skills are essential. Welsh language is desirable but not essential.

The ideal applicant will be able to demonstrate previous administrative experience, strong organisational skills and financial experience. No two days are the same and you should be prepared to include some evening work. You should be confident to work individually as well as be part of a team.

Salary – in line with NALC scales, depending on experience and qualifications.

25 hours a month, working mainly from home, but able to attend monthly evening face to face meetings in the village. The role may suit those looking for flexible working arrangements.

Prior experience of working as a Town or Community Council Clerk is not essential.

Please submit your application and Curriculum Vitae to the clerk at anglecc.clerk@gmail.com

The successful candidate to take up post on or after 1st September 2021, subject to references.