

# CLYDACH COMMUNITY COUNCIL

## Clerk and Responsible Finance Officer

Part time – average 16 – 20 hours per week. Salary: LC2 SCP 25 £33,945 p.a. (Pro rata average approx. £13,578 per annum).

Clydach Community Council are looking for a Clerk & Responsible Finance Officer to work flexibly for 16 to 20 hours per week on average. The Community Council has 16 members and meets monthly. The job is office based with attendance at the monthly (evening) meetings. There may be a requirement to attend additional ad-hoc meetings.

### **The post-holder will be responsible for:**

- Being the first point of contact for the Community Council, receiving and dealing with mail and email.
- Posting to the village noticeboards and helping to keep the Community Council website and social media up to date.
- Preparing the Agenda and taking and distributing minutes of the monthly Council meetings.
- Following up actions from the monthly meetings.
- Keeping in touch with other relevant councils, e.g. via One Voice Wales and advising the Council of updates to statutory requirements, policies and practice.
- Dealing with all financial matters, to include dealing with invoices, checking bank statements, preparing monthly statements, preparing budget projections, submitting VAT claims and preparing files for internal and external annual audit.

### **Person Specification includes:**

- Experience of administrative management
- Competent IT skills including Word, Excel and Sage
- A financial background is not essential but the applicant must have a good level of numeracy and attention to detail. The outgoing RFO will give a handover and will be available for advice during the early months of the role.
- Ability to work with others and to work independently, prioritising own workload.
- Excellent communication skills. The ability to speak Welsh is desirable but not essential
- Willingness to pursue training towards the Certificate in Local Council Administration is essential. Relevant training costs will be covered by the Community Council.

Please email the Council at [mail@clydach.wales](mailto:mail@clydach.wales) for more details. For an informal discussion about the post please contact the Clerk on 01792 845566. Application is by CV with a covering letter outlining how you meet the person specification, emailed to [mail@clydach.wales](mailto:mail@clydach.wales) by February 16<sup>th</sup> 2024. Interviews will be held as soon as suitable candidates are available. The position will close once the right candidate has been found. Start date: March 1st or as soon as possible after.