

**COEDPOETH COMMUNITY COUNCIL
Clerk and Responsible Finance Officer**

**Salary Scale (£29,174-£32,798) pro rata
(Local Government LC2 pts 24-28)**

Applications are invited from suitably qualified candidates for the post of Clerk and Responsible Finance Officer to Coedpoeth Community Council

Minimum of 25 hours per week, which will include some attendance at evening meetings

Coedpoeth is a large village and community within Wrexham County Borough in Wales, with an area population of some 4,702, according to the 2011 census.

The successful candidate will work a minimum of 25 hours, with the possibility of working optional hybrid hours, after discussions with the Community Council.

Applicants must be able to demonstrate a capacity to think and act innovatively and strategically; have experience of administrative management in a complex environment; have competent IT skills; have finance experience and knowledge. A knowledge of local government law and procedure will be needed to do the job effectively and the successful applicant will need to have or be willing to work towards obtaining the Certificate in Local Council Administration (CiLCA), with the support of the Community Council. The Council is a member of the LGPS (Clwyd Pension Fund) and the CiLCA qualified clerk will receive one additional increment on the salary scale.

The Clerk will be responsible for the following:

- Ensuring that the instructions of the Council in connection with its function within the Local Authority are carried out.
- Advising the Council on, and assisting in the formation of, overall policies to be followed in respect of its activities.
- Producing all the information required for making effective decisions and implementing constructively, all decisions.
- The effective management of all the Council's staff and resources.
- All administrative and financial records of the Council and the prudent administration of its finances. The council employs an accountant who deals with all finances initially, with overall responsibility being given to the RFO.

Please refer to the job description and person specification which can be found on our website: www.coedpoeth.com

For further information, please contact:
Helen Belton, Locum Clerk to Coedpoeth Council
clerk@coedpoeth.com
07726 229286

To apply for the post, please send an up-to-date CV, with a covering letter, outlining how you meet the Person Specification, to: Cllr Glenda Kelly:

Glenda.kelly@coedpoeth.com or,

Mrs Glenda Kelly, Coedpoeth Community Council, The Old Carnegie Library, Park Road, Coedpoeth. LL11 3TD.

The selection process will involve a personal interview and a timed, practical IT exercise, using Windows Excel.

This recruitment process will open on Friday 1 July and close when the right candidate has been found. There is no closing date at present.

Coedpoeth Community Council is an Equal Opportunities employer and welcomes applications from all, regardless of age, gender, sexual orientation, race or disability.