

CYNGOR CYMUNED TREGOLWYN COLWINSTON COMMUNITY COUNCIL

Community Council Clerk and Responsible Finance Officer

County: Vale of Glamorgan

Salary: Salary LC1 Spinal Points 18-25 £15.21 - £17.64 per hour

Starting Salary dependent on competence, qualifications, and experience

Hours will vary but will be on average 20 hours a month

Colwinston Community Council is looking to recruit a Community Council Clerk and Responsible Financial Officer (RFO). The Clerk/RFO reports to the Community council as a corporate body and will help the councillors implement and develop council policy. The community council has seven members and meets on a monthly basis. The Community Council's Annual Precept for 2024/2025 is £19,861.

The position is home based so the successful candidate will need to be self-motivated, disciplined, have the ability to work without direct supervision and to complete work to deadlines. The successful candidate will have good organisational, IT, communication and administrative abilities and must have excellent verbal and written skills in order to work well with councillors, colleagues, and local residents.

Previous experience of working in local government especially in a Town or Community Council environment would be advantageous. The ability to communicate in Welsh whilst not required is desirable.

Further details can be obtained from the Vice Chair, Cllr. Gareth Jones to whom the application should be by CV and covering letter at Ty Collen, Colwinston CF71 7NL, telephone: 01656 648515 or gareth606@aol.com

Closing date: 6th February 2024

Colwinston Community Council is striving to be an equal opportunity employer and welcomes applications from all sections of the community.