<u>Cyngor Cymuned Dolwyddelan Community Council</u>

<u>is advertising the post of Clerk to the Community Council</u>

SCP 13-17 depending on qualifications and

experience (£26,873 - £28,770 pro rata – as per

NLAC Pascale April 2023) (Salary £13.97ph-

£14.95ph per hour dependent on SCP)

Average: 25 hours per month including

attendance at monthly meetings.

Applications are invited from suitably qualified candidates for the post of Clerk to the Dolwyddelan Community Council following the retirement of our present Clerk.

- The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

- The Clerk will be the Responsible Financial Officer and responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority will be carried out. The applicant must be fully competent in the use of Microsoft Office.

- The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

- The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

For further information, please contact:

Teleri Jones - The Chairman to Cyngor Cymuned Dolwyddelan Council

Pant y Ffridd, Dolwyddelan LL25 0UX   twj2@btinternet.com

Initially write, marking your envelope **<u>"Confidential"</u>** requesting an Application Form, a Job Description and a Person Spec to
Teleri Jones - Pant y Ffridd, Dolwyddelan LL25 0UX <u>twj2@btinternet.com</u>

or

Liz Roberts - Fron Cottage, Dolwyddelan LL25 0NQ   e.roberts10@sky.com

The closing date for all applications is: 29/03/ 2024.
Applications received after this date and time will not be accepted.