

Job Vacancy

Clerk & Responsible Financial Officer to Ewenny Community Council



Salary – SCP 24-28 - £29,174 to £32,798 pro rata

Ewenny Community Council are looking for a Clerk to work 8 hours per week (the job is home-based with attendance at one monthly meeting required during the evening). There may be a requirement to attend ad hoc meetings.

The Clerk will be responsible for the following:

- Be the first point of contact for the Community Council
- Attendance at monthly meetings, preparing of Agenda, taking minutes and distributing to members
- Following up actions from monthly meetings
- Keeping the village noticeboards and Community Council website up-to-date
- Preparing cheques for payment of invoices
- Receive and deal with mail and emails
- Prepare files for internal and external audit on an annual basis
- Submit VAT claims
- Dealing with all financial matters, such as checking bank statements, preparing quarterly statements and preparing budget projections

Person Specification

- A sound knowledge of Microsoft packages, such as Excel and Word
- Good communication skills
- A financial background is not a requirement of the role but a good level of numeracy is required
- Ability to work alone and be able to prioritise own workload

Please refer to the job description which can be found on our website:

<https://sites.google.com/site/ewennycommunitycouncil/home>

For further information, please contact Mrs Ceri Flower on 01656 659820. Please leave a voicemail message if there is no answer.

Please send your CV with a covering letter to ewennycc@gmail.com. If you wish to post your application, please send to: 20 Ffordd Candleston, Broadlands, Bridgend. CF31 5DU.

The closing date is 31st August 2022.