

## **Cyngor Cymuned Gorslas Community Council.**

Gorslas Community Council is seeking to appoint an experienced and highly motivated person to be the next Clerk to Community Council and Responsible Financial Officer following the retirement of the current postholder.

As the designated Proper Officer to the Council the postholder will advise and guide Councillors in relation to Governance, Financial, Legal and Operational Service delivery.

The ideal candidate will have excellent communication skills, experience of working in a local government environment, managing assets, finance, contracting services and partnership working. The position will include attending meetings in the evening and some weekend work.

CV's will not be accepted and it will be beneficial in applying if candidates are able to demonstrate relevant experience and knowledge in the person specification criteria.

If you thrive in a small but busy work environment, like a challenge, enjoy public and community interaction, have a positive, caring, 'can do' attitude and can lead by example whilst following the best principles of public service then the Council would very much like to hear from you.

To find out more please email [Gorslas.cc.clerk@gmail.com](mailto:Gorslas.cc.clerk@gmail.com) to request the full job description, person specification and application form.

Vacancy: Clerk to the Council and Responsible Financial Officer.

Status: Permanent Position.

Hours of Work: 25 hours Per Week.

Working Pattern: To be agreed but will include some evening and weekend work.

Salary Scale LC 2 Points 18 – 23 £29,269 to £ 32,076 (Pro Rata).

Base: Gorslas Community Council Office, Church Road Gorslas.

No of Employees: 1.

Benefits: Option to join Local Government Pension Scheme.

**Closing Date for Applications: Noon Friday 19 04 24.**