



CYNGOR CYMUNED GRESFFORDD GRESFORD COMMUNITY COUNCIL

- Working for you -

Clerk to the Council/Responsible Financial Officer (RFO)

Gresford Community Council represents the lively and thriving wards of Gresford, Marford and Hoseley, situated between Wrexham and Chester. We are seeking to appoint a highly skilled and self-motivated Council Clerk/RFO to deliver the Council's priorities and statutory requirements, lead the small staff team and, by supporting the Community Council, promote the interests and development of the community.

The Clerk will be both the 'Proper Officer' and the 'Responsible Financial Officer' of the Community Council, responsible for executing its legal, financial and administrative requirements. Holding a responsible public position, the Clerk will administer the Community Council's affairs and act as representative of the Council in relation to a range of local bodies and organisations, including officers and councillors of Wrexham County Borough Council and outside contractors.

The person we're looking for will be an excellent communicator, in both speech and writing, and will be a well-organised and flexible problem-solver. S/he will be on good terms with social media and website management. The duties of Community Council Clerk/RFO involve mainly working from home and also require attendance at monthly evening, and occasionally daytime, meetings. We are open to considering a job share for the right candidates.

Could this be you? If this sounds like you, we would like to hear from you. All the information you need - job description, person specification and application form - are available for download on our website www.gresford.org.uk

This is a part-time post of 17 hours per week; the appointment will be made subject to satisfactory references and probationary period. The salary range is £28,672 to £32,234, *pro rata*, LC2 (SCP 24-28) on the NJC pay scales 2020-21.

The closing date/time for the receipt of all applications is **midnight on 24th October 2021**; electronic applications are preferred. Shortlisted candidates will be invited for interview; these will take place on **Monday 1st November 2021**.

If you have any questions, please contact the current Clerk by email or telephone.

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