

Henllanfallteg Community Council needs to secure the services of a new Clerk/Responsible Financial Officer. The vacancy is from February 2024, ideally with sufficient time for a smooth handover with the existing clerk (who leaves on 22 February).

The community council meets once every two months on a Monday night. The clerk's duties include preparation of notices, agendas and minutes, acting as the point of contact for all official correspondence and liaison with public agencies. Further the role includes responsibility for the council's financial resources, setting up payments, maintaining accounts and monitoring the budget. The community council considers that the clerk is a key factor in the council's successful operation and it will assist any application in establishing the necessary equipment for working effectively from home and at meetings.

The hours of work are currently 240 per annum, spread across the year at around 20 hours per month. The hours are flexible apart from the meetings. The salary is the 18-23 range in salary scale LC2 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. The council's payroll is dealt with internally and the clerk is expected to manage payments, income tax and claim back VAT.

Anyone interested in this role should contact the council using the clerks' email address: clerk@henllanfallteg.org