

ISYCOED COMMUNITY COUNCIL

ADVERTISEMENT FOR VACANCY OF CLERK

POST: CLERK TO THE COMMUNITY COUNCIL, AND RESPONSIBLE FINANCIAL OFFICER

SALARY SCALE: Spinal column point 19 (£15.48 per hour)

HOURS: 20 HOURS PER MONTH

The Council is looking for a suitably experienced and knowledgeable person, to undertake the duties of Clerk to the Community Council.

The successful candidate will be responsible for ensuring that the Council's statutory meeting and decision-making functions and financial processes are carried out efficiently and effectively. The Clerk is the Responsible Financial Officer of the Council and is responsible for all financial records being administered and reported according to statutory standards.

Duties will include:

- Preparation of Agendas and Minutes for Meetings.
- Maintain regular contact with Councillors
- Dealing with Planning Applications in accordance with the Council's instructions
- Village Hall- liaise with Caretaker and monitor bookings and invoicing

The post is home based (for which an allowance is paid) and an average of 20 hours per month is expected. The role requires flexible working. The Council Meetings are held monthly on the third Tuesday evening of each month. The Council has an Annual Precept of £19,040. The role would suit a person with a background knowledge/experience of Finance, administration or local government, but it is not essential as training can be arranged.

This is a permanent position subject to a satisfactory 6-month probationary period. Further details can be obtained by telephoning or e-mailing the current Clerk, Serena Baxter, on 07470602612, or email to: clerk@isycoedcommunitycouncil.gov.uk

Applications in writing can be sent to:

Isycoed Community Council

C/o 19 Marcella Crescent, Marchwiell, Wrexham, LL130RX.

Applications and Expressions of Interest should be received by the **12th of July 2024**. Appointment will be subject to satisfactory references.