



Kerry Community Council Vacancy for Clerk



The Clerk will be the 'Proper Officer' of the Community Council to ensure implementation of their legal and administrative obligations.

The hours are 40 per month, working mainly from home but the clerk must be able to attend the monthly, evening face to face meetings in one of the villages.

Job Description

- 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
- Receive and deal with mail and emails
- Prepare files for internal and external audit on an annual basis
- Liaising with funeral directors to arrange dates of burials and interment of ashes and adding the records in the registers.
- Liaising with local groups, sending out of grant application forms and making payments as determined by council
- Liaising with third parties/ contractors/ suppliers as required by Council
- Liaising with the RFO to ensure that the Council's financial requirements are met in accordance with legislation and financial regulations.

Person Specification

Essential skills:

- Competence in Microsoft Office (email, word, excel – particularly for financial record keeping).
- A good standard of literacy
- Excellent organisational abilities, working to deadlines
- Internet banking
- Accurate Minute taking
- Confident liaising with suppliers, the public and external agencies

Desirable skills:

- Knowledge of local government
- Web site administration (uploading documents, adding links etc)
- Hosting remote meetings via internet.
- CiLCA qualification or prepared to obtain.
- Welsh speaker

Remuneration LC1 Scale 13-17 depending on experience (LC1 13 £28,163 PA/ £14.60 PH/ LC1 17 £30,060 PA £15.58 PH – based on 37 hours) pro rata but may be negotiable depending on experience and qualifications.

For CV submission including suitability for the role, full job description and further details please contact Ria Roberts

email: clerk@kerrycommunitycouncil.gov.uk

Closing date 31st March 2025