



LLANHARAN COMMUNITY COUNCIL

CLERK/RESPONSIBLE FINANCIAL OFFICER (25 HOURS PER WEEK)

SALARY: Grade LC2 (Points 24-28) £27905 to £31371 (pro rata) – pay award pending

We are seeking an enthusiastic and committed individual with the ability to help the Council achieve its goals for the community. Applicants must be able to demonstrate that they have experience of administrative management; an ability to understand local government law and procedure; experience of line management of staff; financial management knowledge; competent IT skills and a willingness to pursue ongoing training opportunities.

Hours of work will be on set weekdays (to be agreed with the successful candidate) as well as regular evening work and occasional weekends.

For further details and application form, please e-mail Paul Egan pegan@onevoicewales.wales

CLOSING DATE: Midnight on 11 September 2020

INTERVIEWS will be held using video conferencing on 22 September 2020