



Clerk Vacancy Langstone Community Council

Job Type - 21 hours /weekly - Permanent Salary LC2 (18-23) £15.02 per hour

Langstone Community Council is a local Council covering Langstone, Llandevaud and Llanmartin, near Newport South Wales

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Applications to be submitted via email to cbryant@langstonecc.gov.wales

Contact Carol Bryant on 07775 737202 for an informal chat.

Interviews will take place week commencing Monday 8th January 2024

Closing date December 11th 2023