

LLANGAIN COMMUNITY COUNCIL

Vacancy for Clerk and Responsible Financial Officer

Llangain Community Council wishes to appoint a Clerk/RFO with drive, determination, and good organisational and IT skills, with effect from 1st April 2022.

Holding a responsible public position, the Clerk will administer the Council's affairs, advise the Council in the formulation and review of its policies, and produce agendas and minutes in consultation with the Chair. He/she will also assist the Council in the formulation and management of its budget including the preparation of its annual accounts ready for internal and external audits.

The ideal applicant will have administrative and financial experience. Prior experience of working with a Community Council or any local government experience would be useful and the ability to speak Welsh would also be desirable but not essential.

The successful applicant is expected to work 6 hours per week and paid in accordance with LCC pay scales, salary point 7, currently £10.44 per hour. He/she will also be paid an allowance to cover working from home costs and everyday stationery and postage costs.

The duties of the post involves mainly working from home but also to attend face to face evening Council meetings held at the Memorial Hall, currently 9 meetings per year and a small number of site meetings if necessary.

Also having regard to the present circumstances, he/she should be able to organise remote meetings in accordance with Wales Government regulations where necessary.

The successful applicant will be employed in accordance with the Terms and Conditions of employment of The National Association for Council Clerks.

Details of the community may be found on the Council's website www.llangain.org

**Further details of the post are available from the current Clerk:
Mr Iwan Griffiths, 01267290199 or iwangriffiths12@yahoo.co.uk**

Closing date 28th February 2022