

# **Llangoedmor Community Council Clerk and Responsible Officer – Vacancy**

**Part time: 10 hours per week including some evening working.**

**Salary range:** Pro rata LC1 8 to LC2 20 (Full time equivalent £24702 to £30296)

Closing date: 04-03-24 *The Council reserves the right to extend the application closing date*

The Council is looking to appoint a clerk to administer its work and finances.

Working mainly from home (approved working from home allowance paid) the successful candidate will be expected to attend evening meetings and will also need to be able to attend site visits and events, within the community area as required.

Holding a responsible legal and public position, the clerk will administer the Council's affairs and ensure that the Council's instructions are carried out in relation to its duties as a local authority.

The successful applicant will advise the Council in the formation of its overall policies and activities. In particular, the production of all the relevant information required for both making and implementing effective decisions.

As Responsible Financial Officer the clerk will administer the Council's accounts and ensure a budget is set and monitored.

The ideal applicant will have administrative and financial experience. IT Skills are essential. Welsh language skills are desirable but not essential.

Prior experience of working as a Town or Community Council Clerk is not essential but any local government or administrative experience would be looked on favourably.

The job description and person specification may be found at:  
<http://llangoedmorcc.org.uk/job-vacancy-clerk-and-responsible-financial-officer/>

Expressions of interest (in the form of a CV and covering letter) are invited and should be addressed to the Chairman, Cllr Iwan Davies and e-mailed to [iwan@outlook.com](mailto:iwan@outlook.com), clearly marked confidential.