



Clerk and Responsible Financial Officer – Vacancy

Part time: 50 hours per month (including some evening and weekend working).

Salary range: Pro rata National Salary Scale for Council Clerks LC2 (Points 24 - 28)

Full time equivalent 37 hours per week- £33,024 - £36,648)

Holidays: Initial annual leave entitlement of 25 days (increasing after 5 years) – pro-rata.

The Council is looking to appoint a clerk to administer its work and finances, and is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills, in order to work successfully with Councillors, external organisations, stakeholders and the community, and be flexible in approach and able to meet deadlines. Welsh language skills are desirable but not essential.

Working mainly from home, (approved working from home allowance paid) the successful candidate will be expected to attend evening meetings (full council meeting held third Monday of the month plus any additional subcommittee or working group meetings) and will also need to be able to attend site visits and events, within the community area as required (which may involve some weekends).

The successful applicant should be suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), to advise the Council in the formation of its overall policies and activities and ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

As the Council's Responsible Financial Officer the Clerk will be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council, which will include monitoring and managing Council income and expenditure, ensuring a budget is set and monitored, advising the council in relation to annual Precept requirements, ensuring the statutory internal and external audit requirements are undertaken and completed each year and records, returns and public notices for the annual audit are prepared and the necessary public notices displayed.

Applications welcome from part-time clerks from other local councils who wish to increase their weekly hours. Consideration will be given to two persons wishing to job share the role i.e. the RFO and the Clerk Admin duties.

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.

Please call the Chair of Council, Cllr Jenny Slate on 07717 412072 or email to clerk@llangunnor-cc.org.uk for more information or to request a job description, person specification and an application form.

Closing date: 16 October 2024. The Council reserves the right to extend the application closing date.

Llangunnor Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.